



Fred Garrison Oil Company

Employee Handbook

Failure to Advise or Notify Management of Violations, Fines or Penalties

808 Violations, Fines or Penalties

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Every person who works for Fred Garrison Oil Company is expected to comply with all laws and rules that Fred Garrison Oil Company is subject to and that they are aware of or responsible for, that are within their control to the best of their ability. Every person who works for Fred Garrison Oil Company has a responsibility to communicate with or advise management about events or practices by company personnel that cause the company to violate a law or governmental rule that subjects the company to a fine or penalty. IF WE VIOLATE A LAW OR RULE, AND THE COMPANY IS FINED OR PENALIZED, AND YOU KNOW ABOUT IT, AND DO NOT INFORM MANAGEMENT UPON BECOMING AWARE OF IT, WE MAY TERMINATE YOU, AND OR FRED GARRISON OIL COMPANY MAY EXPECT YOU TO REIMBURSE THE COMPANY FOR THE AMOUNT OF THE FINE OR PENALTY, EVEN IF YOU WERE NOT DIRECTLY RESPONSIBLE FOR THE VIOLATION.

Any person working for Fred Garrison Oil Company who is knowingly aware of a violation of any law subjecting Fred Garrison Oil Company to a fine or penalty from any governmental agency should report the violation and or payment of a fine or penalty to management as soon as possible or practicable. Failure to advise management of being aware of or having knowledge of such activity may be considered aiding, abetting, covering up, conspiring with, or accompanying the person who is responsible for the violation. Failure to advise management of such knowledge may be grounds for immediate termination without additional benefits other than those prescribed by law. Fred Garrison Oil Company reserves the right to pursue reimbursement of any fines paid or take civil action against an employee as a direct result of an employee's neglect, action or inaction if management is not informed of the violation, penalty or fine as soon as practicable upon gaining such knowledge. This does not require any action based upon rumor, here say, second hand knowledge of, suspicion, thoughts, uncertainty, exceptions or anything that is personal to an individual or anything that does not subject Fred Garrison Oil Company to a fine or penalty.