



CORTEZ GAS COMPANY POLICIES AND PERSONNEL MANUAL

Policies and Personnel Manual

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Dear Team Member.

Welcome to Cortez Gas Company!

We are excited to have you as part of our organization and look forward to the contributions you'll make towards helping us achieve our mission and goals. Whether you are new to the team or have been with us for some time, this handbook is designed to provide you with a clear understanding of our company's policies, expectations, and the values that guide our daily work.

At Cortez Gas Company, we believe that our people are our greatest asset. We are committed to fostering a workplace where everyone feels respected, supported, and empowered to grow professionally. This handbook is a valuable resource to help you navigate your role, understand our workplace culture, and know where to turn when you need guidance.

Please take the time to read through the contents carefully. While no document can cover every situation, this handbook offers a strong foundation for what you can expect from the company—and what the company expects from you.

If you have any questions, or if anything is unclear, don't hesitate to reach out to me, your manager, your direct supervisor, or our human resources department. We are here to support you and ensure your success.

Thank you for being a part of our team. We're glad you're here and excited for the journey ahead.

Warm regards,

Roger Shull

Chief Operations Officer

Vice President

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Purpose of this Manual

This manual has been prepared to inform you about Cortez Gas Company's employment practices, policies, and procedures, as well as the benefits provided to you as a valued employee and the conduct expected from you.

No employee manual can answer every question, nor would we want to restrict the normal question and answer interchange among us. It is in our person-to-person conversations that we can better know each other, express our views, and work together in a harmonious relationship.

We hope this manual will help you feel comfortable with us. We depend on you - "your success is our success." Please don't hesitate to ask questions. Your supervisor will gladly answer them. We believe you will enjoy your work and your fellow employees here. We also believe you will find Cortez Gas Company a good place to work.

We ask that you read this manual carefully and refer to it whenever questions arise. We also suggest that you share the information with your family so they can become familiar with our policies.

Cortez Gas Company's policies, benefits, and procedures, as explained in this manual, may be changed from time to time as company, employment legislation, and economic conditions dictate. If, and when provisions change, you will be given replacement pages for those that have become outdated.

NOTICE

The policies in this manual are to be considered as guidelines. Cortez Gas Company, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this manual at any time without prior notice but no change, deletion, suspension, or discontinuance will affect any benefits already accrued by an employee. Any such action shall apply to all existing as well as future employees with continued employment being the consideration between employer and employee. Employees may not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Management of Cortez Gas Company, may alter or modify any of the policies of this manual. No statement or promise by a supervisor, department head, or other employee may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Policies and Personnel Manual be found to be unenforceable and invalid, such findings do not invalidate the entire Policies and Personnel Manual, but only the subject provision.

Further, any typographical error or grammatical error will not change the purpose or render the context of this Policies and Personnel Manual obsolete.

What Cortez Gas Company Expects from You

Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your fellow employees and maintain a good team attitude. In order to develop and maintain positive employee and customer relationships, it is important to understand what a key role a positive attitude contributes. How you interact with fellow employees and those whom Cortez Gas Company serves, and how you accept direction can affect the success of your work and your tenure with Cortez Gas Company. In turn, the performance of one employee can impact the entire service offered by Cortez Gas Company. Consequently, whatever your position, you have an important assignment: perform every task to the absolute best of your ability. The result will be better performance for the company overall, and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This manual offers insight on how you can positively perform to the best of your ability to meet Cortez Gas Company's employment expectations.

Remember, you help create the healthy, pleasant, and safe working conditions that Cortez Gas Company intends for you. Your responsibility, dependability, and integrity are vital as a staff member at Cortez Gas Company in making each working day enjoyable and rewarding!

Section I. Employment

Equal Employment Opportunity

Cortez Gas Company is committed to equal employment opportunity for all job qualified persons, without regard to race, color, ancestry, national origin, sex, sexual preference, marital status, religious affiliation, physical disability, mental disability, medical condition, or age, to the extent required by law. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

We expect all employees to show respect and sensitivity toward all other employees, and to demonstrate a commitment to the company's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to your Supervisor/Management.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Note: throughout this employee manual, masculine pronouns such as he, his, or him shall be construed to include both sexes.

EMPLOYMENT CLASSIFICATIONS

At the time you are employed by Cortez Gas Company, you are classified as either full-time, part-time, or temporary. Unless otherwise specified, the benefits described in this manual apply only to full-time employees. All other policies described in this manual and communicated by Cortez Gas Company apply to all employees, except for certain wages, salary and time off limitations applying only to "Nonexempt" (see the definition that follows) employees. If you are unsure of which job classification your position fits into, please ask your supervisor.

Full-Time Employees:

An employee who has successfully completed the Introductory Period (see the Employment Policies section for definition) of employment and who works at least thirty-two (32) hours per week is considered a full-time employee.

If you are a full-time employee and have been on approved leave of absence, upon

return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

Part-Time Employees

An employee who works less than a regular thirty-two (32) hour work week is considered a part-time employee. If you are a part-time employee, please understand that you are not eligible for the benefits described in this manual.

Temporary Employees

From time to time, Cortez Gas Company may hire employees for specific periods of time for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis. Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by a written agreement. Summer employees are considered temporary employees. If you are a temporary employee, please understand that you are not eligible for benefits described in this manual, except as granted on occasion, or to the extent afforded by the company and or required by provision of state and federal laws. Those temporary employees classified as "Nonexempt" (see the definition that follows) who are authorized to work more than forty (40) hours during any work week will receive overtime pay.

Nonexempt Employees

At the time you are hired, all employees are classified as either "exempt" or "nonexempt." This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked more than forty hours (40) per work week. These employees are referred to as "nonexempt" in this manual. This means that they are not exempt from (and therefore should receive) overtime pay.

Note: See "Wage & Salary Policies" in the "Compensation & Performance" section of this Manual for a full description of overtime payment policies.

Exempt employees are managers, executives, supervisors, professional staff, technical staff, outside sales representatives, officers, directors, and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred, or promoted.

EMPLOYMENT POLICIES

One of the first things you should do is carefully read this manual. It is designed to answer many of your questions about the practices and policies of Cortez Gas Company, and what Cortez Gas Company expects from you.

Anniversary Date

The first day you report to work for our company is your "official" anniversary date. Your anniversary date is used to compute certain benefits as described later in this manual.

Aptitude & Ability Tests

Job related tests may be given to help determine your aptitude or ability to perform a specific job. Such tests may be given to candidates for job changes and promotions, as well as to new applicants. Test results will be confidential.

At Will Employment

Employment is with the mutual consent of you and the company. Consequently, both you and the company have the right to terminate the employment relationship at any time, with or without cause or advance notice. This employment at will relationship will remain in effect throughout your employment with the company unless it is specifically modified by an express written agreement signed by you and corporate management.

Company Hours

Cortez Gas Company's office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Your hours of work and the scheduling of your lunch period will be determined and assigned by your supervisor. The company requires a 1-hour unpaid lunch period daily. Any deviation requires prior approval from your direct supervisor. Local store hours are set by the upper management.

Confidential Information

Our company customers, friends, and suppliers entrust Cortez Gas Company with important information relating to their personal confidential concerns and companies. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Cortez Gas Company earns the respect and further trust of our customers, friends, and suppliers.

Your employment with Cortez Gas Company, assumes an obligation to maintain confidentiality, even after you leave our employment.

Any violation of confidentiality seriously injures Cortez Gas Company's reputation and effectiveness. Therefore, please do not discuss Cortez Gas Company's business with anyone who does not work for us and never discuss company transactions with anyone who does not have a direct association with the concern and or transaction. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to

maintain confidentiality. If you hear, see, or become aware of anyone else breaking this trust, consider what they might do with information they could receive from you.

If you are questioned by someone outside the company or your department and you are concerned about the appropriateness of giving them certain information, remember that you are not required to answer, and that we do not wish you to do so. Instead, as politely as possible, refer the request to your Supervisor/Management.

No one is permitted to remove or make copies of any company records, reports, or documents without prior management approval.

Because of its seriousness, disclosure or unauthorized use of confidential information could lead to dismissal and legal action.

Customer Relations

The success of Cortez Gas Company depends upon the quality of the relationships between Cortez Gas Company, our employees, our customers, friends, suppliers, and the general public. Our customers' impression of Cortez Gas Company is greatly formed by the people who serve them. In a sense, regardless of your position, you represent Cortez Gas Company so always put your best foot forward.

Here are several things you should do to demonstrate proper conduct and exceptional service that represents Cortez Gas Company:

1. Act competently and deal with people in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with management, other employees, customers, and the general public at all times.
3. Follow up on company orders, inquiries, personal and/or confidential concerns and requests, promptly and in an orderly and professional manner.
4. Take immense pride in your work and enjoy doing your absolute best to represent the company.

These are the building blocks for you and Cortez Gas Company's continued success.

Thank you for your support and potential accomplishments.

Dress Code | Personal Appearance

As a company employee, you are expected to dress and groom yourself in accordance with accepted social and company standards, particularly if your job involves dealing with the public in person. While taste is an individual matter, there are basic rules for dress that apply. Skimpy, body-clinging, revealing, and bareback attire is not allowed. In addition, men's undershirts, and shorts, for men or women, are not appropriate. Uncovered halters, leotards, camisoles, tank tops, tube tops or other non-shoulder tops. Vulgar, inappropriate, or distasteful messages on t-shirts are prohibited.

A neat tasteful appearance contributes to the positive impression you make on the public and fellow employees. You are expected to be suitably attired and groomed during working hours and when representing Cortez Gas Company Your supervisor will inform you of the dress regulation required for your specific job. A good clean appearance bolsters your own poise and self-confidence and greatly enhances the company's image.

Personal appearance should be a matter of concern for each employee. If your supervisor feels your attire is out of place, you may be asked to leave your workplace until you are properly attired. You will not be paid for the time you are off the job for this purpose. Your supervisor has the sole authorization to determine an appropriate dress code, and anyone who violates this standard will be subject to appropriate disciplinary action.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Cortez Gas Company from time to time. Any changes in your driving record must be reported to the Management immediately. Failure to do so may result in disciplinary action, including a possible dismissal.

Note: See "Traffic Violations" and "Use of Company Vehicle" in the "Other Policies" section of this manual for further information.

Employee Purchases

At no time may personal merchandise be charged to the company's account without prior verifiable approval from Corporate Management. Without approval, it is considered theft. Such action shall be grounds for dismissal.

Employee Referral | Recruitment

Staff vacancy announcements can be listed in the company bulletin, local newspapers, or other media. You are encouraged to recommend and refer qualified candidates for employment to the Management of Cortez Gas Company If you know of someone who would like to work here, we will be glad to consider them for appropriate openings. Notify

management and be sure the individual mentions your name when contacting the company.

Employment of Minors

If you are not at least 18 years old, you are required by law to provide a valid work permit, a High School Diploma, or a Certificate of Proficiency, before you will be allowed to work full time.

The employment of minors is restricted by the terms and conditions of the work permit as well as the provisions of state and federal law and/or insurance requirements.

Exit Interviews

An exit interview will be conducted by the management and/or the Payroll Office on the last day of work to cover insurance coverage, timecards, keys, credit cards, uniforms, computer passwords and any other pertinent company information.

Former Employees

Depending on the circumstances, Cortez Gas Company may consider a former employee for re-employment. Such applicants are subject to Cortez Gas Company 's usual pre-employment procedures. To be considered, an applicant must have been in good standing at the time of their previous termination of employment with Cortez Gas Company and must have provided at least two weeks advance notice in writing of their intention to terminate their employment with Cortez Gas Company

Reinstatement of Benefits (Bridging)

In the event you return to work for Cortez Gas Company, regardless of the length of your previous employment and the length of time since you terminated your employment with Cortez Gas Company, your benefits shall accrue as if you were a new / first-time employee.

Harassment:

Cortez Gas Company intends to provide a work environment that is pleasant, healthful, comfortable, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort, verbal, physical, visual, will not be tolerated.

What is Harassment?

Harassment can take many forms. It may be, but is not limited to words, signs, jokes, pranks, intimidation, physical contact, or violence. Harassment is not necessarily sexual in nature.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, other verbal, or physical contact of a sexual nature when such conduct creates an intimidating environment, prevents an individual from effectively performing the duties of their position, or when such conduct is made a condition of employment or compensation, either implicitly or explicitly. Examples of sexual harassment including

unwelcome sexual flirtations advances or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary or unwelcomed touching of an individual; graphic comments about an individual's body; a display in the workplace of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault. Sexual harassment knows no gender- it can occur between two men, two women, or a man and a woman all the same. It will not be tolerated in any form.

Responsibility

As an employee of Cortez Gas Company, you are responsible for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it in writing immediately to a supervisor or a member of the Corporate Management Team of Cortez Gas Company with whom you feel comfortable. When Cortez Gas Company becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Reporting

If you feel that you have experienced harassment, report the incident immediately to the management of Cortez Gas Company with whom you feel comfortable. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action or possible discharge. Cortez Gas Company will also take any additional action necessary to appropriately correct the situation. Cortez Gas Company will not retaliate against any employee who makes a good faith report of alleged harassment, even if the employee was in error.

Cortez Gas Company accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences, Cortez Gas Company will not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

Introductory Period

Your first ninety (90) days of employment at Cortez Gas Company are considered an introductory period, and during that period you will not accrue benefits described in this manual unless otherwise required by law. This introductory period will be a time for getting to know your fellow employees, your supervisor, and the tasks involved in your job position, as well as becoming familiar with Cortez Gas Company's business and operations. Your supervisor and/or the management will work closely with you to help you understand the needs and processes of your job.

This introductory period is a try-out time for both you, as an employee, and Cortez Gas Company, as an employer. During this introductory period, Cortez Gas Company will evaluate your suitability for employment, and you can evaluate Cortez Gas Company as well. At any time during these ninety (90) days, you may resign without any detriment to

your record. If, during this period, your work habits, attitude, attendance, or performance do not measure up to our standards, we may release you. If you take approved time off in excess of five workdays during the introductory period, the introductory period may be extended by that length of time.

At the end of the introductory period, your manager/supervisor will discuss your job performance with you. This review will be much the same as the normal job performance review that is held for regular full-time or part-time employees on an annual basis. During the course of the discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the introductory period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

A former employee who has been rehired after a separation from Cortez Gas Company is considered an introductory employee during the first ninety (90) days following rehire.

Health Examinations

Your employment with Cortez Gas Company may be contingent on passing a physical/health examination at Cortez Gas Company's expense; with a doctor possibly selected by Cortez Gas Company. Also, at any point during your employment, you may be asked to undergo a health examination on company time and at Cortez Gas Company's expense. This may be necessary to ensure that you are physically and/or mentally capable of handling the tasks involved in your job position safely and without possible harm to yourself and others.

Job Descriptions

A job description outlines the tasks, duties, and responsibilities of a position and are discussed at the time of hiring. All job descriptions are **not exhaustive**, meaning the list of duties is not complete. All job roles can adjust the task and the employees who fill them must have **flexibility**. This means the employer can change the duties at any time to adapt to changing business needs or project requirements. All job descriptions start with "job duties include but are not limited to:"

Layoff & Recall

In the unlikely event of a reduction in the workplace, employees may be laid off based on the necessity of that position, the fiscal operations of the specific department, less skills and abilities, or any other factors.

However, when it is necessary to recall employees from layoff status, recall will be made by mail to your last known address or by telephone call. Failure to respond to the recall within three (3) working days of notice will be considered disinterested in recall (to work). Laid off employees must keep Cortez Gas Company informed of any change in mailing address or telephone number.

If you leave the area, plan to leave the area, or you are unreachable for a period of time, please feel free to contact your manager/supervisor to let us know you are interested in returning to work.

Conflict of Interest Employment

Full-time employees are prohibited from engaging in outside employment or other activity that causes a conflict of interest with the company. Including starting your own business.

Personal Phone Calls & Mail:

From time to time, it may be necessary for employees to make and receive personal calls on company phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled breaks and meal periods. No personal long-distance phone calls are allowed on the company office phone lines. Employees are expected to use good judgment and common sense when it comes to personal phone calls. Abuse of this privilege is subject to disciplinary action and possible termination.

Do not use Cortez Gas Company as a personal mailing address, and do not put personal mail in the stacks that are to be run through the postage meter. Although the amount may seem small, it is still considered theft.

Cell phone use is prohibited during business hours. If a call or text must be made, they should be made during scheduled breaks or kept very brief. Excessive cell phone usage during business hours will be cause for disciplinary action.

Personnel File

The task of filing confidential personnel records and related personnel administration functions at Cortez Gas Company has been assigned to the Payroll Office. Questions regarding insurance, and wages may be directed to the HR Dept/Payroll Dept/Supervisor.

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits, and other matters. If you have a change in any of the following items, please be sure to notify the Payroll Office/Management in writing within five (5) calendar days:

1. Legal name
2. Home address
3. Home telephone number
4. Email address
5. Person to call in case of emergency
6. Number of dependents
7. Marital status
8. Change of beneficiary
9. Driving record or status of driver's license if you operate any company vehicles
10. Military or draft status

11. Exemptions on your W-4 form

Coverage or benefits that you and your family receive under Cortez Gas Company's benefits package could be negatively affected if the information in your personnel file is incorrect.

Since Cortez Gas Company refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs, and recalls, it is to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

Your personnel file and its related documents are the property of the company and cannot be copied, borrowed, or removed from the Payroll Office. The review of your personnel file must be in the presence of the Payroll Office/Management and during office hours only.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that before becoming employed, all applicants must complete and sign Federal Form 1-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U.S.

Cortez Gas Company is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. As an ongoing condition of employment, you may be required to provide documentation verifying your identity and legal authority to work in the United States.

Relatives

If you and members of your immediate family are employed by Cortez Gas Company, one may or may not be permitted to supervise the other nor work in the same department, unless authorized by the Senior Management. If relatives of employees were to develop problems of an unworkable solution-the Management of Cortez Gas Company will determine which employee could be transferred to another position or department, or possibly terminated because of company concerns regarding employee morale, security, or other legitimate reasons. For purposes of this section, your immediate family includes your spouse, your children, your siblings, your parents, your grandparents, and your spouse's children, siblings, parents and grandparents.

Should two present employees marry or otherwise become closely related, the Management will determine if they may work in the same department.

Resignation

While we hope both you and Cortez Gas Company will mutually benefit from your continued employment, we realize that it may become necessary for you to leave your employment with Cortez Gas Company. If you anticipate having to resign your position with Cortez Gas Company, you are expected to notify the Company Management in writing, at least

two (2) weeks in advance of the date that you must leave. Failure to provide this written notice two weeks before the resignation date will result in the forfeiture of any vacation pay remaining. Vacation days and sick days are not allowed in lieu of working. The entire two-week notice must be fully worked, or you become ineligible for rehire without supervisor approval.

Security Checks

Cortez Gas Company will exercise its right to inspect all purses, bags, backpacks, pieces of mail, packages, parcels, or any suspicious items entering and leaving our premises, or items located within the company facilities. Cortez Gas Company reserves the right to inspect any personal vehicle on company property if deemed necessary or suspected violations of company policy have occurred. By parking your privately owned vehicle on company property you willingly submit to this policy.

We Need Your Ideas

Ask any of our employees who have worked with us for a long time and they will probably tell you of the many transitions and improvements that have come about in their departments since they first joined us. If you think of a better way of doing your job or the job of a fellow employee, discuss it with your Supervisor/Management, who will welcome your suggestions and ideas.

Remember, there may be areas in Cortez Gas Company 's operation that can be improved. These could be in service, production methods, equipment, communications, safety, ways to reduce costs, losses, and/or waste, or other areas that you may see a need or way for improvement. Please let your supervisor know of any ideas you may have in these areas.

Standards Of Conduct

Whenever people gather together to achieve goals, some rules of conduct are needed to help everyone work together efficiently, effectively, and harmoniously. Some people have problems with "rules" and "authority figures," and past experience may have justified these thoughts and feelings; however, at Cortez Gas Company, we hold ourselves to a high standard of quality where the rules and authority figures simply assure that quality is maintained.

By accepting employment with us, you have a responsibility to Cortez Gas Company and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights, but rather to be certain that you understand what conduct is expected and necessary. When each person is aware that he or she can fully depend upon fellow workers to follow the rules of conduct, then our organization will be a better place to work for everyone.

Grievances & Suggestions

An efficient, successful operation and satisfied employees go hand in hand. Employee grievances/suggestions are of concern to Cortez Gas Company, regardless of whether the problems or ideas are large or small.

In order to provide for prompt and efficient evaluation of and response to grievances/suggestions, Cortez Gas Company has established a formal Grievance/Suggestion Procedure for all employees. It will always be Cortez Gas Company's policy to give full consideration to every employee's opinion. There will be no discrimination against or toward anyone for his or her part in presenting grievances/suggestions.

Under this policy, grievance is defined as any event, condition, rule, or practice which hinders the employee from completing their job and responsibilities. This covers a wide range of circumstances, everything from the workplace, the environment, and other working conditions to policies or practices which interfere with or hinder his or her performance. A grievance may also deal with an attitude, a statement, or an opinion held by a supervisor or a fellow employee.

Talking things over usually helps. When you have a grievance or other problem, the person you report to is the person to see first. If this does not settle the matter, you are entitled to go to the Management to see what can be done. Never leave your work area without notifying your supervisor first.

Unacceptable Activities

We expect each person to act in a mature and responsible way at all times. However, to avoid any possible confusion, some of the more obvious unacceptable activities are noted below. Your avoidance of these activities will be to your benefit as well as the benefit of Cortez Gas Company. If you have any questions concerning any work or safety rules, or any of the unacceptable activities listed, please see your supervisor for an explanation.

Occurrences of any of the following violations, because of their seriousness, may result in immediate dismissal without warning:

- Willful violation of any company rule; any deliberate action that is extreme in nature and is obviously detrimental to Cortez Gas Company's efforts to operate responsibly.
- Willful violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment; tampering with equipment or safety equipment.
- Negligence, or any careless action, which endangers the life or safety of another person.
- Being intoxicated or under the influence of controlled substance drugs while at work; use or possession or sale of controlled substance drugs in any quantity while on company premises except medications prescribed by a physician.
- Unauthorized possession of dangerous or illegal firearms, weapons, or

explosives on company property or while on duty. No guns in our buildings.

- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on company premises or when representing Cortez Gas Company i.e., fighting, or horseplay or provoking a fight on company property, or negligent damage of property.
- Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work; refusal to help on a special assignment.
- Threatening, intimidating, or coercing fellow employees on or off the premises at any time, for any purpose.
- Engaging in an act of sabotage; willfully or with gross negligence causing the destruction or damage of company property of fellow employees, members, suppliers, or visitors in any manner.
- Occurrences of any of these activities, as well as violations of any of Cortez Gas Company's rules or policies, may be subject to disciplinary action, including possible immediate dismissal. This list is not all-inclusive, and, notwithstanding this list, all employees remain employed "at will."
- Posting defamatory statements about the company or fellow employees on social media. Employees engaging in this behavior can be sued for libel.
- Theft of company property or the property of fellow employees; unauthorized possession or removal of any company property, including documents, from the premises without prior permission from management; unauthorized use of company equipment or property for personal reasons; using company equipment for profit.
- Dishonesty; willful falsification or misrepresentation on your application for employment or other work records; lying about sick or personal leave; falsifying reason for a leave of absence or other data requested by Cortez Gas Company; alteration of company records or other company documents.
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Immoral conduct or indecency on company property.
- Engaging in lottery or gambling while you are on shift.
- Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your manager; mistakes due to carelessness or failure to get necessary instructions.

- Any act of harassment, sexual, racial, or other; telling sexist or racial-type jokes; making racial or ethnic slurs.
- Leaving work before the end of a workday or not being ready to work at the start of a workday without the approval of your manager/supervisor; stopping work before time specified for such purposes.
- Sleeping on the job; loitering or loafing during working hours.
- Excessive use of the company's telephone for personal calls.
- Cell phone for personal use while on the clock.
- Smoking, e-cig, or vaping at any time on company premises in other than designated areas.
- Creating or contributing to unsanitary conditions.
- Posting, removing, or altering notices on any bulletin board on company property without the permission of the management of Cortez Gas Company
- Failure to report an absence or late arrival, excessive absence, or tardiness.
- Buying personal merchandise on the company's account.
- Obscene or abusive language toward any supervisor, employee, or member; indifference or rudeness towards a member or fellow employee; any disorderly/antagonistic conduct on company premises.
- Speeding or careless driving of any company vehicle.
- Failure to immediately report damage to, or an accident involving company equipment.
- Soliciting during working hours and/or in working areas; selling merchandise or collecting funds of any kind for charities or others without authorization during company hours, or at a time or place that interferes with the work of another employee on company premises.
- Failure to maintain a neat and clean appearance in terms of the standards established by the company; any departure from accepted conventional modes of dress or personal grooming; wearing improper or unsafe clothing.
- Failure to use your timecard; alteration of your own timecard or records or attendance documents; punching or altering another employee's timecard or records or causing someone to alter your timecard or records.
- Failure to notify receptionist before leaving the building during scheduled work

hours, of necessity to be away from required duties.

- Doing personal work or chores during business hours.
- Performing background checks on fellow employees
- Stalking or harassing customers, clients, or fellow employees on social media

Disciplinary Actions

Unacceptable behavior, which does not lead to immediate dismissal, may be dealt with in the following manner:

- Verbal Warning
- First Written Warning
- Second Written Warning
- Dismissal

Written warnings will include the reasons for the supervisor's dissatisfaction and any supporting evidence. You will have an opportunity to defend your actions and rebut the opinion of your supervisor at the time the warning is issued. The first written warning may result in a 3-day suspension without pay; a second written warning **will** result in a one-week suspension without pay. Disciplinary actions may also include fines, suspensions or other measures deemed appropriate to the circumstances.

All pertinent facts will be carefully reviewed, and the employee will be given a full opportunity to explain his or her conduct before any decision is reached. Management will give a second opinion concerning the unacceptable behavior before dismissal occurs.

Dismissal

Employment and compensation with Cortez Gas Company is "at will" in that an employee can be terminated with or without cause, and with or without notice, at any time, at the option of Cortez Gas Company, except as otherwise provided by law.

If your performance is unsatisfactory due to lack of ability, failure to abide by Cortez Gas Company rules or failure to fulfill the requirements of your job, you will be notified of the problem. If satisfactory change does not occur, you may be dismissed. Some incidents may result in immediate dismissal.

SECTION 2. COMPENSATION & PERFORMANCE

Wage & Salary Policies

Call Back Pay

Occasionally, nonexempt personnel may be asked to return to work after they have left the premises for the day. If this occurs, they will be guaranteed a minimum of one-half (.5) hour of pay. If they work longer than one-half (.5) hour, they will be paid for the time they worked. Please let your supervisor and/or payroll know so that the adjustment to your timecard can be made.

Deductions From Paycheck (Mandatory):

Cortez Gas Company is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state, and local income taxes and your contribution to Social Security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information, you furnish on your W-4 form regarding the number of dependents/exemptions you claim. The W-2 form you receive for each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Cortez Gas Company is ordered to make such deductions. Some states may require other payroll deductions.

Any employee's delinquent charge account (AR) may be deducted from paycheck without notice.

Any outstanding AR balance WILL BE deducted from an employee's final check.

Direct Deposit

Cortez Gas Company requires its employees to have Direct Deposit for their paychecks. A bank account must be acquired within two weeks of employment. Any third-party bank or bank account not solely in your name is at your own risk and your responsibility.

Error In Pay

Every effort is made to avoid errors in your paycheck and your assistance in this matter is vital. Please use AOD to monitor your time via the website or the APP. Get with your manager to correct any errors or to add any missed punches. If you believe an error was made on your paycheck, inform Payroll/HR immediately. They will take the necessary steps to research the problem and to ensure that any necessary correction is made properly and promptly.

Overtime Pay

From time to time, it may be necessary for nonexempt personnel to perform overtime work to complete a job on time. All overtime must be approved in advance by your supervisor. When it is necessary to work overtime, you are expected to cooperate as a condition of your employment. There are two types of overtime work:

1. **Scheduled Overtime:** scheduled overtime work is announced in advance and generally will involve an entire department or operation. This type of overtime becomes part of the required workweek of the people who are members of the

department or operation. If you need to be excused from performing scheduled overtime, speak with your supervisor. He or she will consider your situation and the requirements of the department or operation in deciding whether you may be excused from performing the scheduled overtime.

2. **Incidental Overtime:** incidental overtime isn't scheduled but becomes necessary in response to extenuating circumstances. It is extra time needed to complete work normally completed during regular hours. Incidental overtime may become necessary when an illness or emergency keeps co-workers from being at work as anticipated. It may require you to return to the workplace for emergency work. The opportunity to perform incidental overtime will be given first to the employee who normally performs the task. If that employee cannot perform the overtime, the Supervisor will offer the overtime to a suitably qualified person who is available to perform the overtime work.

If you are a "Nonexempt" employee and you perform overtime work, you will be paid one- and one-half times your regular hourly wages for any time over forty (40) hours per week that you work. If, during that week, you were away from the job because of a job-related injury, paid holiday, vacation taken in 4-hour increments, or paid sick time, those hours not worked will not be counted as hours worked for purpose of computing eligibility for overtime pay.

Pay Cycle/Salary

Salaried employees are paid on the 5th and the 20th of each month. The pay cycle corresponding to the 5th of the month covers the period from 12:00 a.m. on the 16th through 11:59 p.m. on the last day of the month.

The pay cycle corresponding to the 20th of the month covers the period from 12:00 a.m. on the 1st through 11:59 p.m. on the 15th.

Pay Cycle/Hourly

The pay period for hourly employees begins at 12:00 a.m. on Saturday and runs for two consecutive weeks, ending at 11:59 p.m. on the second Friday.

Hourly employees are paid every other Thursday.

Paycheck Distribution

Paychecks, even if distributed early, are not to be cashed before the date printed on the check.

Payroll Advances

Cortez Gas Company will not make any advances or loan money to employees without written approval from Roger

Termination

- Voluntary Termination - A voluntary termination is a termination that is initiated by the employee. We would like you to give at least two weeks written notice before you leave your job. A written letter of resignation should be forwarded to your Supervisor and the Management. The letter should include your reasons for leaving, the last day of employment and the forwarding address and phone number where we can reach you, if needed. If you do not call in or report to work for two consecutive workdays, you may be considered to have voluntarily quit.
- Involuntary Termination - An involuntary termination is a termination that is initiated by the company for reasons other than changing company conditions.
- Layoff - A layoff is a termination of employment that results from changing company conditions which necessitate a reduction in staff. Whenever the company determines, in its sole discretion, a layoff should occur, the following factors will be among those considered: priority of employment needs, versatility, qualifications, skill, ability, performance, efficiency, loyalty, attitude, and dependability.

Timecards/Records

By law, we are obligated to keep accurate records of the time worked by "Nonexempt" employees. This is done by time clock cards and/or electronic timekeeping.

- Sign In (using time clock) when you report to work at the beginning of the day.
- Sign Out (using time clock) when you go for your scheduled meal period.
- Sign In (using time clock) when you return to work after your scheduled meal period.
- Sign Out (using time clock) when you leave work at the end of the day.

Your timecard is the only way HR/Payroll knows how many hours you worked and how much to pay you. Your timecard indicates when you arrived and when you departed. You are to punch in and out for your scheduled meal period and for any brief absence outside of company premises. All employees are required to keep the office advised of their departures from and return to their work facility.

Do not clock in until you are ready to report directly to your workstation. Do not clock anyone else in, and do not allow anyone to clock you in.

You are responsible for your timecard. Remember to record your time. If you forget to punch in or make an error on your card, your supervisor must make the correction.

No one may record hours worked on another's card. Tampering with another's timecard

is cause for disciplinary action, including possible dismissal of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, report the matter to your supervisor immediately.

Transfers

Transfer from one position to another may be required or requested from time to time. Such transfers (up, down, laterally) will be made with a possible adjustment in pay. Transfers for more than thirty (30) days will be considered permanent transfers.

In the unlikely event that you are permanently transferred for Cortez Gas Company's benefit to a lower position, your wage may need to be adjusted to suit the new position. If you are permanently transferred to a lower position because there is no work in your department, your wage must be reduced to suit the job to which you are transferred.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck you will send a copy of the order to your address on file. All employee wage garnishment notices must be submitted to the payroll department immediately. Failure to provide the garnishment to our payroll department could result in fines for our company. Those fines may be passed along and deducted from the responsible employee's paycheck.

Work Performed on Company Observed Holidays

Full-time "nonexempt" employees who work on a company holiday will be deemed to have worked overtime on that day and will be paid their overtime rate for hours worked regardless of the number of hours they work that work week plus the difference to equal 8 hours for the day if less than 8 hours are worked.

Performance & Compensation Reviews

Performance Reviews

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your manager should give you a sense of how your manager perceives your performance.

Responsibility for the conduct and completion of performance reviews rests upon the Supervisor/Manager for each department or section.

During formal performance reviews, your supervisor will consider the following things, among others:

- Attendance, initiative, and effort
- Knowledge of your work

- Attitude and willingness
- The quality and quantity of your work
- Ability to complete assignments accurately and within deadlines
- Achieving budget and profit objectives
- Training / Team Building
- Set Goals and outline how to achieve them

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals within the company. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals - perhaps he or she can recommend further training or additional opportunities for you. Performance reviews are conducted yearly on or around the employee's anniversary. The yearly review may or may not result in a merit raise.

Compensation Reviews

Wage and salary increases are based on merit alone, not length-of-service or the cost of living. Having your compensation reviewed does not necessarily mean that you will be given an increase.

Any wage or salary increases will appear in the pay period ending after the dates they are granted. Although, if a review is not conducted in a timely manner, a gentle reminder to your supervisor is welcomed. Wage and salary increases are not retroactive for a late review unless approved by Corporate Management.

Work Schedule

Absence Or Lateness

From time to time, it may be necessary for you to be absent from work. Cortez Gas Company is aware that emergencies, illnesses, or pressing personal business that cannot be rescheduled outside your work hours may arise. PTO (vacation and sick pay) have been provided for this purpose.

If you are unable to report to work, or plan to arrive late, you are required to contact your supervisor as well as the front desk (if applicable) immediately. C-store employees are required to call in an absence, a minimum of 4 hours before their shift starts. Try to get someone to cover your shift before calling in. A verbal warning will be given for the first offense. Write-ups will follow, resulting in a possible termination. If you know in advance that you will need to be absent, you are required to request this time off directly from your supervisor. He or she will determine when will be the most suitable time for you to be absent from your

work.

When you call in to inform Cortez Gas Company of an unexpected absence or late arrival, ask for your supervisor (or the Management if your supervisor is not available) directly. For late arrivals, please indicate when you expect to arrive for work. Notifying the reception desk or a fellow employee only is not sufficient. If you are unable to call in yourself because of an illness, emergency or for some other reason, be sure to have someone call on your behalf. If your supervisor is not available when you call, you may leave the information with the Management.

Absence from work for two (2) consecutive days without notifying your manager or supervisor may be considered a voluntary resignation. In the event of incarceration or major medical event a family member should let your supervisor know that you will be out due to these circumstances.

Attendance

You are expected to be at your workstation promptly, be ready to work at the beginning of your work schedule and remain at your workstation until the end of your assigned work hours, except for approved break times and meal periods. When your work takes you away from your workstation, please let your manager know where you are going and how long you expect to be gone. Be aware that "excessive" time off could lead to disciplinary action.

Excessive Absenteeism or Lateness

In general, five (5) absences in a 90-day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences may come into question. Tardiness or leaving early is as detrimental to Cortez Gas Company as an absence. Three (3) such incidents in a 90-day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Other factors, like the degree of lateness, may be considered.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action, including possible dismissal.

Lunch Period

If you work longer than four (4) hours, you will be given an unpaid lunch period of one hour. Generally, all staff should take their one-hour lunch period between 12:00 noon and 1 :00 p.m. Monday through Friday.

You are expected to take your fully allotted time for lunch. You are requested not to perform any work during your regularly scheduled lunch period, unless specifically requested to do so by your supervisor. In that event, your lunch will be rescheduled, or you will be paid for the time that you worked.

You may leave the premises during your lunch period; however, you must punch in and out/sign in and out. It is important to return to work on time at the end of your one-hour lunch period.

Record Of Absence or Lateness:

If you are absent because of illness for two (2) or more successive days, Management may request that you submit written documentation from your doctor before granting sick pay. If you are absent five (5) or more days because of illness, you are required to provide a written release from a doctor stating that you are able to resume normal work duties. You will be responsible for any charges made by your doctor for this documentation.

The Management will make a note of any absence or lateness, and the reason, in your personnel file. Your attendance record will be considered when evaluating requests for raises, promotions, transfers, leaves of absence, and time off requests. Attendance records will be a factor in considering layoff candidates.

Section 3. Benefits

The Benefits Package

In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, you may be eligible to enjoy other benefits which will enhance your job satisfaction. We are certain that you will agree that the benefits program described in this Manual represents a very large investment by Cortez Gas Company, and we trust that you will avoid abusing any of the program's benefits.

A good benefits program is a solid investment in Cortez Gas Company and its employees. It not only ensures the loyalty of long-time capable employees, it also helps to attract talented newcomers who can help Cortez Gas Company grow. Cortez Gas Company will periodically review the benefits program and will make modifications as appropriate to the company's condition.

Eligibility For Benefits:

If you are a full-time employee, you will enjoy all of the benefits described in this manual as soon as you meet the eligibility requirements for each particular benefit.

If you are a part-time employee, you will enjoy only those benefits required by law to be afforded to you, if you meet the minimum requirements set forth by law and in the benefit plans. Full-time employees, forced to work a reduced (less than 32 hours) schedule due to family health issues may retain their health benefits entitlement upon approval of management

No benefits are available to you during your Introductory Period, except as otherwise provided by law.

Temporary employees are not eligible for benefits.

Holidays

You are eligible for holiday pay if you have worked one month or more prior to the holiday, except if you are a temporary employee or part-time employee.

Recognized Holidays:

The following six (6) holidays are recognized by Cortez Gas Company as paid holidays:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

Holiday Policies:

1. Holidays will be observed on the calendar day designated by the company for observance.
2. Employees who are scheduled to work on a holiday and do not report to work will not receive holiday pay.
3. If a holiday falls during an employee's approved vacation period, the employee will receive holiday pay and will not be charged for a vacation day on the day the holiday is observed.
4. Employees on leave of absence for any reason are not eligible for holiday pay on holidays that are observed during the period they are on leave.
5. Holiday pay will not count as hours worked for the calculation of overtime.
6. Full-time employees are eligible for holiday pay only when the holiday falls on a regularly scheduled workday. This is, if the holiday falls on a Sunday and your office is typically closed on Sundays, you will not be paid for the holiday. We do not pay, nor do we allow you to close the day before or the day after a holiday. If you violate this, your entire staff will be written up and everyone will forfeit their holiday pay.

Vacations

Vacation is a time for you to rest, relax, and pursue special interests. Cortez Gas Company has provided paid vacation as one of the many ways in which we show our appreciation for your loyalty and continued service.

Only regular, full-time employees are eligible for paid vacation. You are not eligible for paid vacation during your first year of employment. Nor are you eligible for paid vacation if you are a part-time or temporary employee.

Amount Of Vacation:

Full-time employees will have the appropriate hours frontloaded based on the length of continuous service with the company as follows:

All Full Time Eligible Employees:

Years of Employment:	Frontload Schedule Per Year in Days (hours)
Anniversary of year 2 (frontloaded & unearned)	5 days (40 hours)
Anniversary of year 3 (frontloaded & unearned)	10 days (80 hours)
Anniversary of year 10 and thereafter (frontloaded & unearned)	15 days (120 hours)

Please Note: No vacation is granted during the first year of service.

Vacation Policies:

1. Advance vacation pay is not permissible.
2. Requests for vacation time off must be made within our electronic timekeeping system via website or mobile app. Vacation requests must be made 2 weeks in advance. Vacation requests will be approved on a first-come, first-serve basis, and only if the time off will not interfere with the normal operations of the company. Usually, only one employee may be out on a vacation day in a department at any one time.
3. One week of vacation can be taken at a time. If requesting more than five (5) consecutive vacation days, you will also need special written permission from your supervisor before submitting your request via the website or app.
4. If you are on approved leave of absence for less than thirty (30) days, your vacation eligibility will not be affected; should the leave extend beyond thirty (30) days, vacation time will not be granted.
5. If a paid holiday occurs during your scheduled vacation period, you will not be charged a vacation day for that day.
6. Employees must use all vacation hours during the 12-month period after it has been distributed.
7. Employees changing to a commission-based pay will have their vacation pay determined from the previous year's salary.
8. Full-time employees will receive the remaining vacation pay only if a full two-week notice is properly given and worked. If terminated or leaving without notice, no vacation pay will be paid out. Vacation is a benefit that is front loaded, not earned and will not be honored if you break policy.

Payment In Lieu Of Vacation:

The purpose of a vacation is to provide you with time to rest and relax; therefore no employee may elect to receive wages or salary in lieu of using his or her vacation days without prior written approval by management.

Other Paid Leaves

Funeral (Bereavement) Leave:

You are entitled to take up to three (3) workdays with pay to attend the funeral and personal matters related to the death of a member of your immediate family (a parent, sibling, child, spouse, spouse's parent, or spouse's child.) One (1) day of paid funeral leave will be granted in the case of the death of a grandparent, your spouse's grandparent or sibling, or any member of your extended family living in your home. Only regular full-time employees are eligible for paid funeral leave,

With your supervisor's approval, you may take up to one full day without pay to attend funerals of other relatives and friends. If you prefer, a day of granted vacation may be used for this purpose.

Pay for funeral leave will be made for actual time lost from work. If the funeral occurs at a time when work is not scheduled, payment will not be made. If a holiday or part of your vacation occurs on any of the days of absence, you may not receive holiday or vacation pay in addition to paid funeral leave. Bereavement pay will not be considered as hours worked for the calculation of overtime.

An excused absence for family death may not be retroactive, postponed, or split.

Sick Leave:

All employees accrue one hour of earned sick leave for every 30 worked, starting their first day of work. Up to 64 hours of unused earned sick leave can carry over year-to-year. Employees may use up to 64 hours of earned sick leave per twelve-month period, if they work enough hours. Sick leave is compensated at the employee's regular rate of pay.

Sick leave may be used for the purpose of visiting doctors, dentists or other practitioners in their offices. This time may also be used to tend to a serious illness suffered by a member of your immediate family, should the illness require your personal time and attention. For purposes of this section, immediate family includes spouse, child, parent, or sibling living in your home. If another person can attend to the needs of an ill family member, you are expected to fulfill your duties as an employee of Cortez Gas Company

In the event of an illness or injury covered by workers' compensation, this sick leave policy will not apply but will defer to state statutes. This sick leave policy does not apply to sick leave needed because of self-inflicted injury, illegal substance abuse or alcohol abuse, or illness or injury incurred while in the act of committing a felony. If you are required to take a disability leave of absence, any accrued sick leave will be paid at the time the leave commences.

Sick pay benefits may not be used for personal time off or as additional vacation; any

requests to use sick time for anything but its intended use will be denied. Employees will not be paid for unused sick pay benefits upon termination of employment. In addition, sick pay will not be considered as hours worked for the calculation of overtime. Sick days can accumulate from year to year, but no more than 64 hours of sick leave can be used inside of each calendar year.

Employees who receive sick pay benefits are required to provide medical verification from a licensed physician for absences of more than 3 working days.

Unpaid Leaves of Absence

Election Day:

We encourage you to exercise your voting privileges in local, state, and national elections. However, since the polls are open for long periods, you are encouraged to vote before or after regular working hours.

Jury Duty:

It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, we will permit you to take the necessary time off. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

Upon completion of jury duty, a Verification of Attendance form must be presented to the Management. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

Other Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Cortez Gas Company but may not wish to submit your resignation. Under certain circumstances, you may be eligible for unpaid leave of absence. Except for disability leaves of absence and family care and medical leaves of absence, an unpaid leave of absence may be granted for a maximum of thirty (30) days. You must apply in writing for an unpaid leave of absence, setting forth the reason for the leave, the date on which you wish the leave to begin and the date on which you will return to active employment with Cortez Gas Company. Submit your application to your supervisor, who will bring your request before Corporate Management for approval.

A leave will be granted only when operating conditions at Cortez Gas Company permit. The needs of Cortez Gas Company determine the number of employees allowed out on unpaid leave at any one time.

You must adhere to all the requirements set forth in the following sections. Failure to

do so may result in alterations of your employment status or the termination of your employment with Cortez Gas Company

Disability Leave of Absence:

Cortez Gas Company may grant an unpaid leave of absence for illness, or disability. To request a disability leave of absence from your supervisor, you should submit a statement of ill health or disability from your doctor. (Pregnancy is treated, for the purposes of policy, the same as an illness or disability.) An approved disability may be granted for up to six (6) weeks. Whenever possible, you are required to give as much notice as possible of your pending need for a disability leave of absence.

In case of pregnancy, please inform your supervisor as soon as possible of the date you and your doctor anticipate that you will begin your leave. Your job status will be protected to the extent that we will make every effort to allow you to return to your former work, or similar work if available, for which you may be qualified.

At the time the disability leave begins, any granted personal leave or sick leave will be paid. Vacation time previously granted (but not used) at that time will also be paid if the employee so desires. These benefits do not continue to accrue during a leave of more than thirty (30) calendar days. This policy applies to all employees. Your group insurance should be reviewed to determine your insurance coverage during a leave of absence.

Employees who remain away from work for more than the period allowed (see above), will be considered terminated from employment. They will be welcome to re-apply subject to Cortez Gas Company's usual hiring policies.

Employees who develop an illness or physical condition which requires medical treatment or restrictions and precautions as to their health will be required to submit a physician's statement. This statement must give approval that continued full-time employment in their present position will not jeopardize their health or the safety of others, in the event they continue to work. A similar statement is required upon return from a disability leave.

Should your attendance or job performance suffer during the period preceding and/or following disability leave, we will accommodate you to the extent provided by law. We are under no obligation to reduce or alter your workload. or to assign fewer than the usual hours of work.

Family Care and Medical Leave:

ELIGIBLE EMPLOYEES

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Has worked for the employer for at least 12 months.

- Has at least 1,250 hours of service for the employer during the 12-month period immediately preceding the leave

Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a 12-month period for one or more of the following reasons:

The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care.

To care for a spouse, son, daughter, or parent who has a serious health condition.

For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or

For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

Under some circumstances, employees may take FMLA unpaid medical leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If the leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Under certain conditions, employees may choose, or the company may require employees to "substitute" (run concurrently) accrued paid leave, such as sick or vacation leave, to cover some or all of the medical leave period. An employee's ability to substitute accrued paid leave is determined by the terms and conditions of the employer's normal leave policy.

NOTICE

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is foreseeable less than 30 days in advance or is unforeseeable, employees must provide notice as soon as possible and practical under the circumstances.

CERTIFICATION

When an employee requests FMLA leave due to his or her own serious health condition or a covered family member's serious health condition, the employer may require certification in support of the leave from a health care provider. An employer may also require second or third medical opinions (at the employer's expense) and periodic recertification of a serious health condition.

JOB RESTORATION AND HEALTH BENEFITS

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy. Employers are also required to continue group health insurance coverage for an employee on FMLA leave under the same terms and conditions as if the employee had not taken leave.

OTHER PROVISIONS

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

Military Leave of Absence:

If you are a full-time employee and are inducted into the U.S. Armed Forces, you will be eligible for re-employment after completing military service, provided:

1. You show your orders to your manager as soon as you receive them.
2. You satisfactorily complete your active-duty service.
3. You enter the military service directly from your employment with Cortez Gas Company
4. You apply for and are available for re-employment within ninety (90) days after discharge from active duty. If you are returning from up to six (6) months active duty for training, you must apply within a reasonable time (usually thirty (30) days) after discharge.

Military Reserves or National Guard Leave of Absence:

Employees who serve in U.S. military organizations or state militia groups may take the necessary time off without pay to fulfill this obligation and will retain all of their legal rights for continued employment under existing laws. These employees may apply accrued and unused granted vacation time to the leave if they wish; however, they are not obliged to do so.

You are expected to notify your supervisor as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

Personal Leave of Absence:

In very special circumstances, Cortez Gas Company may grant a leave of absence for a personal reason, but never for taking employment elsewhere or going into business for yourself. You should request an unpaid personal leave of absence from your supervisor.

A personal leave of absence must not interfere with the operations of your department or Cortez Gas Company. Your supervisor will submit your request to the Management for final approval.

An unpaid personal leave of absence may be granted for up to thirty (30) days. If your leave is extended for more than thirty (30) days, vacation and other benefits will no longer continue to accrue. Consult your group insurance representative in payroll to determine your insurance coverage during a leave of absence. Failure to return from leave at the time agreed will result in termination of employment.

Returning From a Leave of Absence:

You must notify Cortez Gas Company at least fifteen (15) days prior to your expected return date, that you intend to return from a leave of absence. When you return, you will be placed on your regular job if such position remains and is available. If Cortez Gas Company has had to eliminate or fill your position while you were on leave, you will be assigned to an open position for which you are properly qualified. If no such position exists, you will be placed on layoff status.

If you don't return from your leave of absence on the day indicated in your original application or in any approved extension, or within three (3) days of release by your doctor if you have been on disability leave of absence, you will be considered to have voluntarily resigned from employment with Cortez Gas Company as of the day on which you began your leave of absence.

If you have been on disability leave of absence, you will be required to submit a statement from your doctor indicating that you are fit to return to your normal duties. You will receive seniority credit for the time that you have been on disability leave of absence.

If you have been on a military leave of absence, you will receive seniority credit for the time that you were on active military duty.

Accepting other Employment or Going into Business While on Leave of Absence:

If you accept any employment or go into business while on leave of absence from Cortez Gas Company, you will be considered to have voluntarily resigned from employment with Cortez Gas Company as of the day on which you began your leave of absence.

Insurance Premium Payment During Leaves of Absence:

Cortez Gas Company will continue to pay our share of insurance premiums for employee coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from Cortez Gas Company, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of

coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

Insurance Coverage

Group Insurance:

Cortez Gas Company is interested in the health and well-being of both you and your family. A

comprehensive medical insurance program is available for you and your family. We provide group insurance underwritten by a national insurance carrier. After completion of your Introductory Period, you become eligible for coverage. At that time, you may choose to accept the insurance coverage, or not.

The following benefits are provided, as defined and limited in the literature provided by our insurance company:

- Major Medical and Surgical Coverage
- Dependents' Health Care Coverage

When you choose insurance coverage, our insurance company provides a booklet describing your benefits; a copy of this will be given to Cortez Gas Company ' s insurance representative when you join the program.

We pay 70% of the premiums for insurance coverage on you. You pay the remaining 30% of the insurance premiums for your own coverage, as well as insurance coverage of your eligible dependents through payroll deduction.

In the event of your termination of employment with Cortez Gas Company or loss of eligibility to remain covered under our group health insurance program, you and your eligible dependents may have the right to continued coverage under our health insurance program for a limited period of time at your or their own expense. (This does not affect the conversion privilege as stated in the insurance policy.) At the termination of your employment with us or the termination of your insurance coverage you will receive a letter in the mail explaining the availability of COBRA coverage.

Disability Insurance:

Cortez Gas Company does not provide disability insurance for any employee. We can provide information and resources of reputable insurance company's providing such coverage upon your request or you may consider adding such coverage to an existing policy if available.

Total disability means that you cannot perform in any position that Cortez Gas Company has available, that you are qualified for and normally able to perform. (Workers' Compensation benefits protect you if you are involved in a job-related sickness or accident.)

Termination Of Insurance:

Your insurance will terminate when the insurance policy terminates, when you fail to make an agreed contribution to premium when due, when you cease to be eligible for coverage under the terms of our group insurance program, or when you cease to be employed as a regular full-time employee eligible for the insurance. Cortez Gas Company may, by continuing to pay the premium, keep your insurance in effect for a brief period if you cease to be an eligible employee for any reason other than resignation, dismissal, or failure to meet the terms of eligibility of our group insurance program.

Conversion Privileges:

At your exit interview or upon dismissal, you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an employee that are eligible for continuation.

Government Required Coverage

Workers' Compensation:

The Workers' Compensation Law is a no-fault insurance plan which is supervised by the state and one hundred percent (100) paid for by Cortez Gas Company. This law was designed to provide you with benefits for any injury which you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible for Workers' Compensation.

What is Workers' Compensation?

If you're unable to work because of a job injury, Cortez Gas Company, and our Workers' Compensation Insurance carrier work together to take care of your medical expenses and pay you money to live on until you're able to come back to work – in accordance with their policies and regulations.

Who Is Covered?

Every employee is protected by Workers' Compensation.

What Is Covered?

Any injury is covered if it is caused by your job - not just serious accidents, but even first-aid type injuries. Illnesses may also be covered, if they're related to your job. For example, common colds and flu are not covered, but if you caught tuberculosis while working at a TB hospital it would be covered. The main question is if the injury or illness is the result of the performance of your job.

When Am I Covered?

Coverage begins the first minute you're on the job and continues anytime you're working for Cortez Gas Company. You don't have to work for a certain length of time, and there's no need to earn any minimum amount of wages before you're protected.

How Do I Get The Benefits?

All injuries, no matter how slight, must be reported immediately to your supervisor to assure consideration under Workers' Compensation Insurance, should complications develop later.

Your supervisor will have you fill out an accident report or fill out one on your behalf depending on the severity of your injury and see that you receive medical attention if needed.

Please provide detailed information as to what, where, when, and how it happened - enough information so that he or she can arrange medical treatment and complete the necessary reports and avoid confusion in the reporting process.

In an emergency, you may go directly to one of the medical facilities nearby. Later, you may be required to furnish your supervisor with written statements regarding the on-the-job accident so that we may accurately document the incident, and so you may receive all the benefits to which you are entitled. (Failure to do this could result in loss of benefits.)

Prompt reporting is the key. Benefits are automatic, but nothing can happen until your employer and Workman's Comp carrier know about the injury. Ensure your right to benefits by reporting every injury, no matter how slight. Even a cut finger can be disabling if an infection develops.

Unemployment Compensation:

Cortez Gas Company does participate in the Unemployment Compensation Fund. If you are terminated from your position at Cortez Gas Company, you may be eligible for benefits through the Unemployment Compensation Fund.

Major causes for disqualification from benefits are not being able to work or available for work, voluntary separation from work without good cause, discharge for misconduct with the work, refusal of suitable work without good cause, and unemployment resulting from labor dispute. Disqualification for one of these reasons may result in a postponement of benefits for some prescribed period, a cancellation of benefit rights, or a reduction of benefits otherwise payable.

Social Security:

The United States Government operates a system of contributory insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, Cortez Gas Company is required to deduct this amount from each paycheck you receive. In addition, Cortez Gas Company matches your contribution dollar for dollar, thereby paying one-half of your Social Security benefits.

SECTION 4: OTHER POLICIES

Access to Company Property:

It is important that the company always have access to company property, as well as other records, documents, and files. As a result, the Management reserves the right to access employee offices, workstations, computers, filing cabinets, desks, and any other company property at its discretion, with or without advance notice or consent.

Borrowing Tools & Equipment:

All company-owned tools and equipment are not allowed to be borrowed for personal use nor leave the company premises.

Bulletin Boards:

Posted information on company bulletin boards is for the benefit of all employees. You will find posters that explain state and federal law, as well as updated information about company policy and procedures. You are responsible for checking company bulletin boards on a regular basis and for reading all posted materials.

Communications:

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information. You also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all of Cortez Gas Company's methods of communication, including this Policies and Personnel Manual, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, etc.

You may receive other information booklets from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

Department Meetings:

From time to time, your supervisor will schedule department meetings during work. These meetings give you and your fellow workers a chance to receive information on company events, to review problems and possible solutions, and to make suggestions about your department or your job.

Attendance at Department Meetings is mandatory since they are held during working hours.

Entering & Leaving the Premises:

At the time you are hired, you will be advised about the proper entrances and exits for our employees. You are expected to always abide by these rules. Failure to do so will lead to disciplinary action.

Entry Before and After Hours:

You are not allowed to enter company property before or after normal working hours, unless it is approved by your supervisor.

Expense Reimbursement:

A purchase order must be obtained and authorized prior to incurring an expense on behalf of Cortez Gas Company. To be reimbursed for all authorized expenses, you must submit a completed expense report form accompanied by original receipts and approved by your supervisor. Please submit your expense reimbursements each month.

First Aid:

Federal law ("OSHA") requires that we keep records of all illnesses and accidents which occur during the workday. If you hurt yourself or become ill, please contact your supervisor for assistance. If you fail to report an injury that was incurred on the job, you may jeopardize your right to collect workers' compensation payments as well as medical benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns, contact the Management for more information.

Housekeeping:

Neatness and good housekeeping are signs of good business etiquette and efficiency. You are expected to always keep your work area neat and orderly - it is a required safety precaution.

Easily accessible trash receptacles are located throughout the building. Please put all litter in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to your supervisor immediately.

Personal Belongings:

Employees should not bring large sums of money, expensive jewelry, or other valuables to work. The company will not be responsible for personal property that is lost, damaged, stolen, or destroyed.

Personal Property:

Due to the strict liability guidelines of our insurance carrier, under no circumstances are you allowed to keep personal equipment or vehicles on Cortez Gas Company's property.

Personal Use of Company Property

Personal use of company property is prohibited. This includes but is not limited to: vehicles, tools, computer equipment, and other property.

Use of Company Computers, Telephones, Communications Systems, Equipment:

Employees are expressly prohibited from using the company's computers, programs, telephones, communications systems, equipment and property for personal or family need. Company employees shall not utilize company work time or property for personal needs without permission of a work Supervisor/Management, and such permission only will be granted for personal or family emergencies, or special needs, and on minor, insignificant occasions for the mutual convenience of the company and employee. This policy will be strictly enforced, and all company workstations, computers, computer disks, phone records and the like will be available for, and subject to, occasional inspection and/or confiscation by appropriate company officials and/or law enforcement personnel, as may be reasonable, appropriate and necessary in connection with the administration and enforcement of such policy. The use, taking, borrowing, abuse or appropriation of company resources, facilities or property by an employee for personal use or benefit may constitute a crime against the company, and its stated policy of the company to prosecute any crime against it, or any of its personnel, vigorously and to the full extent permitted by law.

Property & Equipment Care:

It is your responsibility to understand the machines you need to use to perform your duties. Good care of any machine or supplies, will benefit you and Cortez Gas Company. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Restricted Areas:

In the interest of safety and security, certain portions of Cortez Gas Company's facilities may be restricted to authorized personnel only. Such areas will be clearly marked.

Return Of Company Property:

Any Cortez Gas Company property issued to you, such as computers, office supplies, tools, uniforms, and other materials must be returned to Cortez Gas Company at the time of your dismissal or resignation, or whenever it is requested by your Supervisor/Management. You are responsible for paying for any lost or damaged items. The value of any property issued and not returned will be deducted from your paycheck.

Safety Rules:

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Cortez Gas Company activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Please report all injuries (no matter how slight) to your Supervisor immediately, as well as anything that needs repair or is a safety hazard. Below are some general safety rules. Your Supervisor/Management may post other safety procedures in your department or work area:

- Avoid overloading electrical outlets with too many appliances or machines. Plug space heaters directly into outlets. Plugging heaters into extension cords and power strips will cause overload and fire.
- Use flammable items, such as cleaning fluids with caution. Refer to MDS sheets.
- Walk - don't run.
- Use stairs one at a time.
- Report to your Supervisor if you or a co-worker becomes ill or is injured.
- Ask for assistance when lifting heavy objects or moving heavy furniture.
- Keep cabinet doors and file and desk drawers closed when not in use.
- Sit firmly and squarely in chairs that roll or tilt.
- Wear or use appropriate safety equipment as required in your work.
- Use PPE equipment when necessary. Contact your supervisor if you need any PPE
- A void "horseplay" or practical jokes.
- Start working on any machine only after safety procedures and requirements have been explained (and you understand them).
- Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, hearing protectors, etc., in designated areas or when working on an operation which requires their use.
- Keep your work area clean and orderly, and the aisles clean.
- Stack materials only to safe heights.
- Watch out for the safety of fellow employees.
- Use the right tool for the job and use it correctly.
- Wear gloves whenever handling castings, scrap, barrels, etc.

Security:

Maintaining the security of Cortez Gas Company's building is every employee's responsibility.

Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is

insecurely stored, immediately inform the person responsible.

- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave Cortez Gas Company's premises make sure that all entrances are properly locked and secured.

Smoking

In other than designated areas, smoking is always prohibited in and on the company premises and property.

Solicitations:

Solicitation for any cause during working time and in working areas is not permitted.

People not employed by Cortez Gas Company are prohibited from soliciting or distributing literature on company property.

Staff Meetings:

Staff meetings are held weekly, and Training Sessions are held monthly in the Conference Room. Attendance is mandatory and promptness is highly encouraged. If you are unable to attend the meeting or will be late due to unforeseen circumstances, please contact the Management immediately.

If your work schedule precludes you from attending the meeting, please ask your supervisor to communicate the items discussed, since you will be responsible for any issues discussed.

Substance Abuse:

Cortez Gas Company is committed to providing its employees with a safe workplace and an atmosphere which allows them to protect inventory and other assets placed in their care. Cortez Gas Company employees should not be subject to any safety threats from fellow workers. You are expected to be in suitable mental and physical condition while at work, allowing you to perform your job effectively and safely.

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on company property, or in company vehicles is prohibited. "Under the influence," for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well-being of the affected employee, other co-workers, the public, or company property.

Cortez Gas Company reserves the right to implement a drug testing policy. Refusal to consent to such a test may result in disciplinary action up to and including dismissal. All employees will be properly notified in any such circumstance.

Violation of this policy may result in disciplinary action, up to and including possible termination.

Supervisors

Your immediate Supervisor is the person who is closest to your work. Your day-to-day contact with your supervisor gives you a chance to receive guidance and counsel regarding your assignments and the progress you make on your job. Your supervisor can show you how your work fits into the overall picture, teach you how to do things, explain the "how's" and "why's," and encourage you when things look a little tough.

Your supervisor is in complete charge of the department. He or she is responsible for the efficient operation of the department. Your supervisor has authority to hire and dismiss, to assign work, recommend pay increases, transfers or promotions, and to maintain order and discipline. Your Supervisor has the authority to diminish your daily work hours relevant upon the necessity of the day's workload. The diminished work hours will have no immediate effect upon your benefit qualifications.

Your supervisor is human, has many responsibilities, and needs your cooperation, assistance, and loyalty. He or she wants to help you - that's their job - so please ask, and please be willing to meet your supervisor half-way. If he or she cannot help you or answer your question, your question will be referred to someone who can. You can expect to be treated fairly and with respect. Like Cortez Gas Company, your supervisor has a direct interest in you. He or she wants you to consider him or her as your advisor, friend, and mentor. Go to your Supervisor for information about your job, your pay, or other matters of company policy.

Theft

Internal theft is considered a serious problem. Although taking small items of company property may seem inconsequential; the cumulative effect can be very large. Theft of any type will not be tolerated. Property theft is the unauthorized use of company services and/or company accounts (with vendors), unauthorized use of facilities, or the taking of any company property for personal use. Theft, directly or indirectly, or the intent to deceive, will be dealt with immediately and will result in immediate termination.

The following list of examples is not all-inclusive but provides illustrations of several activities which are unacceptable.

1. Use of the company copy machine for personal use. The office copiers are not provided as a free service to employees; they are for official company use only.
2. Use of postage machine for personal use. The office postage machine is not provided as a free service to employees; they are for official company mail only.
3. Use of computers. Cortez Gas Company's computers (the personal computers in the office, or laptops made available for work away from the office) are to be used exclusively for company purposes unless you receive permission from the Management. Games, emails, bill pay, social media, music and video streaming, and unauthorized software are prohibited on the

company's computer.

4. Taking of company property. No item purchased or supplied should ever be removed from company premises without express authorization of your immediate supervisor. This rule applies to all company property including tools, computers, equipment, office supplies, and other materials. All employees may be subject to random searches as they leave company facilities.

Penalty Clause:

Unauthorized possession or removal of company property is a very serious offense. Employees violating this policy will be subject to discipline up to and including possible dismissal and prosecution. Cortez Gas Company will consider the dollar value of the item(s) taken, the employee's seniority, and the employee's past work record in setting penalties. If you are dismissed because of unauthorized possession or removal of company property, the reason for your dismissal will be provided to any future employer that contacts Cortez Gas Company. Referrals to criminal authorities will be made on a case-by-case basis.

Traffic Violations

If you are authorized to operate a company vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you will be considered personally responsible for any accidents, fines or traffic violations incurred, only if the above occur because of your negligence, neglect, violation of rules or laws.

Uniforms

We provide uniforms which certain employees must wear while at work. Upon termination of employment, the uniforms must be returned, or the cost will be deducted from your final paycheck.

Use of Company-Owned Vehicle

If you are authorized to use a company-owned vehicle for company business, you must adhere to the following rules.

1. You must be a licensed driver.
2. You must maintain monthly mileage reports.
3. You are responsible for following all the manufacturer's recommended maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.

4. You are responsible for paying for any moving violation tickets. The company requires you to follow all posted speed limits and rules of the road. Also, please park appropriately, parking violations will not be paid by Cortez Gas Company
5. You must always keep the vehicle clean and washed as often as necessary; You will be reimbursed for your reasonable expense of keeping the vehicle clean. Please retain receipt for reimbursement

Visitors:

Our insurance coverage and good common sense prohibits unescorted visitors in our facilities. All visitors, including volunteers, will be required to check in at the receptionist's desk during office hours. Visitors will be asked to wait in the lobby, until the receptionist has contacted the staff member they are visiting. No visitors are permitted in working areas, unless authorized by a manager or supervisor. If you are expecting visitors, please inform the receptionist prior to their arrival.

Violations Of Policies:

You are expected to abide by the policies in this Manual. Failure to do so will lead to appropriate disciplinary action and possible termination.

SECTION 5. DRUG AND ALCOHOL POLICY

Purpose

Cortez Gas Company, has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of Cortez Gas Company employees and to the security of the company's equipment and facilities. For these reasons, Cortez Gas Company is committed to the elimination of drug and alcohol use and misuse in the workplace.

Scope

This policy applies to all employees and all applicants for employment with Cortez Gas Company. The human resources (HR) department is responsible for policy administration.

Employee Assistance

Cortez Gas Company will assist and support employees who voluntarily seek help with drug or alcohol addiction before becoming subject to discipline or termination under this or other Cortez Gas Company policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment, and will face possible discipline, up to and including discharge.

Employees should report to work fit for duty and free of any adverse effects of legal or illegal drugs and alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

1. Whenever employees are working, are operating any Cortez Gas Company vehicle, are present on Cortez Gas Company premises or are conducting company-related work offsite, they are prohibited from:
 - a. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
 - b. Being under the influence of alcohol or an illegal drug as defined in this policy.
 - c. Possessing or consuming alcohol.
2. The presence of any detectable amount of any illegal drug, illegal controlled substance or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
3. Cortez Gas Company will also not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Employees taking prescribed medication must carry it in a container labeled by a licensed pharmacist or be prepared to produce the container if asked.
4. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

TESTING:

1. Pre-employment testing

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

2. Reasonable suspicion testing

Employees are subject to testing based on, but not limited to, observations of apparent workplace use, possession or impairment by at least two members of management. HR, their direct manager, or direct supervisor, should be consulted before sending an employee for testing. Management must use the reasonable suspicion observation checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence of illegal drugs or alcohol. Examples include:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions).

When reasonable suspicion testing is warranted, both management and HR (when applicable) will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. Refusal by an employee will be treated as a positive drug test result and will result in immediate termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home.

3. Post-accident testing

Employees are subject to testing when they cause or contribute to accidents that seriously damage a Cortez Gas Company vehicle, machinery, equipment or property or that result in an injury to themselves or another employee requiring offsite medical attention. A circumstance that constitutes probable belief will be presumed to arise in any instance involving a work-related accident or injury in which an employee who was operating a motorized vehicle (including a Cortez Gas Company forklift, pickup truck, overhead crane or other heavy-duty equipment) is found to be responsible for causing the accident. In any of these instances, the investigation and subsequent testing must take place within two hours following the accident, if not sooner. Refusal by an employee will be treated as a positive test result and will result in immediate termination of employment

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for a cab and arrange for the employee to be transported home. Do not let Cortez Gas Company be the reason someone drives while impaired.

Collection and Testing Procedures

Employees subject to alcohol testing will be transported to a Cortez Gas Company designated facility and directed to provide breath specimens. Breath specimens will be tested by trained technicians using federally approved breath alcohol testing devices capable of producing printed results that identify the employee. If an employee's breath alcohol concentration is .04 or more, a second breath specimen will be tested approximately 20 minutes later. The results of the second test will be determinative. Alcohol tests may, however, be a breath, blood or saliva test, at the company's discretion. For purposes of this policy, test results generated by law enforcement or medical providers may be considered by the company as work rule violations.

Applicants and employees subject to drug testing will be transported to a Cortez Gas Company designated testing facility and directed to provide urine specimens. Applicants and employees may provide specimens in private unless they appear to be submitting altered, adulterated or substitute specimens. Collected specimens will be sent to a federally certified laboratory and tested for evidence of marijuana (to determine time of

last usage and current impairment status only), cocaine, opiates, amphetamines, PCP, benzodiazepines, methadone, methaqualone and propoxyphene use. (Where indicated, specimens may be tested for other illegal drugs.) The laboratory will screen all specimens and confirm all positive screens. There must be a chain of custody from the time specimens are collected through testing and storage.

The laboratory will transmit all positive drug test results to a medical review officer (MRO) retained by Cortez Gas Company, who will offer individuals with positive results a reasonable opportunity to rebut or explain the results. Individuals with positive test results may also ask the MRO to have their split specimen sent to another federally certified laboratory to be tested at the applicant's or employee's own expense. Such requests must be made within 72 hours of notice of test results. If the second facility fails to find any evidence of drug use in the split specimen, the employee or applicant will be treated as passing the test. In no event should a positive test result be communicated to Cortez Gas Company until such time that the MRO has confirmed the test to be positive.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired and will not be allowed to reapply/retest in the future.

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet the company believes he or she is impaired, under no circumstances will the employee be allowed to drive himself or herself home.

Employees who test positive, or otherwise violate this policy, will be subject to discipline, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Cortez Gas Company may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Cortez Gas Company for a minimum of one year but not more than two years as well as a waiver of the right to contest any termination resulting from a subsequent positive test. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee will be immediately discharged from employment.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the MRO will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance

charge, claim or other legal proceeding initiated by or on behalf of an employee or applicant.

Inspections

Cortez Gas Company reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas, and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline, up to and including discharge.

Crimes Involving Drugs

Cortez Gas Company, prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Cortez Gas Company employees are also prohibited from misusing legally prescribed or over the counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

Cortez Gas Company does not desire to intrude into the private lives of its employees but recognizes that employees' off-the-job involvement with drugs and alcohol may have an impact on the workplace. Therefore, Cortez Gas Company reserves the right to take appropriate disciplinary action for drug use, sale, or distribution while off company premises. All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea or sentence to HR within five days. Failure to comply will result in automatic discharge. Cooperation in complying may result in suspension without pay to allow management to review the nature of the charges and the employee's past record with Cortez Gas Company

Definitions

"Company premises" include all buildings, offices, facilities, grounds, parking lots, lockers, places and vehicles owned, leased or managed by Cortez Gas Company or any site on which the company conducts business.

"Illegal drug" means a substance whose use or possession is controlled by federal law but that is not being used or possessed under the supervision of a licensed health care professional. (Controlled substances are listed in Schedules I-V of 21 C.F.R. Part 1308.)

"Refuse to cooperate" means to obstruct the collection or testing process; to submit an altered, adulterated or substitute sample; to fail to show up for a scheduled test; to

refuse to complete the requested drug testing forms; or to fail to promptly provide specimen(s) for testing when directed to do so, without a valid medical basis for the failure. Employees who leave the scene of an accident without justifiable explanation prior to submission to drug and alcohol testing will also be considered to have refused to cooperate and will automatically be subject to discharge.

"Under the influence of alcohol" means an alcohol concentration equal to or greater than .04, or actions, appearance, speech or bodily odors that reasonably cause a supervisor to conclude that an employee is impaired because of alcohol use.

"Under the influence of drugs" means a confirmed positive test result for illegal drug use per this policy. In addition, it means the misuse of legal drugs (prescription and possibly OTC) when there is not a valid prescription from a physician for the lawful use of the drug as medical treatment. Prescription containers must include the patient's name, the name of the substance, quantity/amount to be taken and the period of authorization.

SECTION 6. SOCIAL MEDIA POLICY

As a team driven and professional company, we expect all employees to behave in a professional manner onsite as well as online. Employees are prohibited from engaging in slanderous, salacious, and harassing behavior against all associated companies, management, or other former or current employees online in all current and future forums such as google, Facebook, Twitter, etc. both during and after employment with all associated companies. Employees violating this policy will be subject to disciplinary actions including termination and/or prosecution.



Policy: Unauthorized Use of Propane License

Purpose:

This policy is established to protect Cortez Gas Company, its employees, and customers from liability, safety risks, and conflicts of interest related to the improper use of company-acquired propane licenses.

Policy Statement:

Any propane license, certification, or qualification obtained through employment with Cortez Gas Company is the property of the company and is issued for the sole purpose of performing work on behalf of Cortez Gas Company and its customers.

Employees are strictly prohibited from using their company-acquired propane license, certification, or credentials to perform any work outside of Cortez Gas Company, including but not limited to:

- Private propane installations, repairs, or services for individuals or businesses not affiliated with Cortez Gas Company.
- Contracting or subcontracting propane-related work under another company or personal business.
- Performing any propane-related tasks that are not authorized or assigned by Cortez Gas Company management.

Consequences of Violation:

Any unauthorized use of a Cortez Gas Company–acquired propane license will be considered a serious violation of company policy. Such actions place the company at significant legal and financial risk and will result in disciplinary action up to and including immediate termination.

Furthermore, any losses, damages, fines, or liabilities incurred by Cortez Gas Company as a result of an employee’s unauthorized activities will be pursued for full restitution from the responsible employee.

Acknowledgment:

All employees who hold a propane license or certification obtained through Cortez Gas Company must sign an acknowledgment of this policy and agree to abide by its terms as a condition of continued employment.

Effective Date: _____

Approved By: _____

Employee Acknowledgment:

I have read, understand, and agree to comply with the Cortez Gas Company policy regarding the unauthorized use of a propane license.

Employee Name (Print): _____ Employee Signature: _____

Date: _____

Cortez Gas Company

Policies and Procedures Manual Acknowledgment

I acknowledge that I have received, read, and understand the Cortez Gas Company Policies and Procedures Manual. I understand that it is my responsibility to review and comply with all policies, procedures, and guidelines outlined in the manual, as well as any updates that may be issued by Cortez Gas Company in the future.

I understand that the contents of this manual are intended to serve as a general guideline for employment policies and practices and do not constitute a contract of employment. Cortez Gas Company reserves the right to revise, modify, or rescind any policy or portion of the manual at any time, with or without prior notice.

Employee Acknowledgment:

Employee Name (Print): _____

Employee Signature: _____

Date: _____



Cut along the dotted line and return this signed acknowledgment to Corporate Office.

Cortez Gas Company – Policies and Procedures Manual Acknowledgment

Employee Name (Print): _____

Employee Signature: _____

Date: _____

Received by Corporate: _____ Date: _____