

Certified	Area: Refinery Wide	Policy No.: HR-POL-012
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The purpose of these rules is to insure the safety and welfare of our employees in the maintenance of orderly operations. Because of the serious nature of any violation of these rules, you may be suspended or discharged for the following:

1. Carelessness regarding safety of another person or yourself.
2. Disregard for established safety rules and safe working practices.
3. Failure to report to your immediate supervisor, without delay, accidents or personal injury while on duty.
4. Excessive absences or tardiness.
5. Absence from your job without notice to and permission from your supervisor.
6. Giving false testimony or refusing to give testimony in the course of investigations on accidents or actions of any other employees which might justify disciplinary actions.
7. Giving false information of either verbal or written nature concerning yourself or other job applicants prior to, at the time of, or subsequent to employment.
8. Gross neglect of duty, willful destruction or neglect of company property.
9. Failure to follow operating instructions or accepted work practices after having been expressly warned by a supervisor.
10. Smoking outside of a designated Smoking area in the refinery.
11. Dishonesty in the conduct of your job.
12. Knowingly violating any company, local, state or federal law when on company property or while on company business, such as
 - A. Carrying a concealed weapon or transporting of firearms or weapons of any kind into the plant.
 - B. Willfully attempting or causing bodily injury to another person.
 - C. Conduct violating common decency or morality.
 - D. Stealing or malicious mischief resulting in destruction or loss of property of another person or of the company.
13. Insubordination including refusal or failure to perform assigned work.
14. Harassment, or using threatening or abusive language or actions toward another person.
15. Obtaining material at company warehouse or other company installation under fraudulent orders.
16. Sleeping while on duty.
17. Offering or receiving money or other valuable consideration in order to obtain

a better job, working place or change in working conditions.

- 18. Using intoxicating liquors or consumption or possession of narcotics and/or illicit drugs or alcohol on company premises or while operating a company vehicle.
- 19. Reporting for work in a condition unfit for duty.
- 20. Taking unfair advantage of the company's benefit plans.
- 21. Operating any vehicle on company property in a reckless manner or in violation of plant safety rules.
- 22. Performing personal business on company time without prior supervisory approval.
- 23. Theft of company property.

These rules are not intended to be all inclusive of the required proper standards of conduct or obligation of employees. The company will change these rules or establish additional ones as necessary.



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Revision Number	Date Revised	Revised By	Revisions