

EEO/DISCRIMINATION COMPLAINT PROCEDURE

1. **Employees** who become aware of or are subject to any prohibited discrimination or harassment are strongly encouraged to immediately notify Heather St. Clair, EEO Officer, at the Petro Energy office, 920 10th Ave. N., Onalaska, WI 54650, at (608) 779-6550 or at her direct line (608) 779-6589 or contact the HR Help Line at (608) 779-6677. The Company requires that all complaints be put in writing and signed by the complainant. This helps ensure that all complaints are thoroughly investigated. Complaint forms are available at the Petro Energy Office at 920 10th Ave. N., Onalaska, WI 54650. If the complainant has filed a complaint with the supervisor and the EEO Officer has not contacted the complainant five (5) business days following the complaint, the complainant should contact Heather St. Clair. If the complainant feels that the company did not resolve the complaint, he or she has the right to notify the appropriate State and Federal compliance agency. The addresses and telephone numbers for the different State and Federal compliance agencies can be located on company wage boards.
2. **Supervisors** who become aware of any incidents or alleged incidents of discrimination or harassment must report the complaint within twenty-four (24) hours to Heather St. Clair. The Company requires that all complaints be put in writing. This helps ensure that all complaints are thoroughly investigated. Supervisors may not try to resolve allegations of such behavior on their own. Any supervisor who fails to report allegations of discrimination or harassment may be subject to discipline, up to and including discharge.
3. **The Company** will thoroughly investigate allegation of prohibited discrimination or harassment within five (5) business days from the receipt of the written complaint. Based upon its investigation, the Company will take immediate and appropriate action. Any employee found to have unlawfully discriminated against or harassed another employee will be subject to appropriate discipline, up to and including discharge. Immediate and appropriate steps will also be taken if any non-employee (such as a vendor, supplier or customer) is found to have unlawfully discriminated against or harassed any employee of the Company. Timely responses indicating the outcome of the investigation will be communicated to all parties concerned.