



## **NOTICE FOR ALL EMPLOYEES & APPLICANTS**

### **OPERATING STATEMENT**

It is the policy of Petro Energy, LLC to assure that applicants are employed, and that employees are treated equal during employment, without regard to their age, race, color, religion, national origin, sex, sexual orientation, gender identity, disability, status as a recently separated veteran, disabled veteran, armed forces service medal veteran, or active duty wartime or campaign badge veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense (collectively, “protected veterans”), genetic information, because of inquiry or discussion about or disclosure of compensation, and all other federal, state, and local protected classes. Such action shall include: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including: apprenticeship, preapprenticeship, or on-the-job training.

We encourage our employees to refer qualified and/or qualifiable minority and female applicants for employment.

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### **DESIGNATION OF EEO/AA OFFICER**

Petro Energy, LLC has designated Heather St. Clair as the Division EEO/AA Officer. She can be reached at 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. Heather St. Clair has the responsibility to effectively administer and promote this Policy, and is assigned adequate authority and responsibility to do so.

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### **TRAINING LETTER**

Petro Energy, LLC has an approved informal training and promotion program available through various associations. We encourage your participation in these programs. Periodic random interviews will be conducted to assess the training needs of our employees.

To be considered for our company’s training program, a prospective trainee must be an employee in good standing and/or have supervisory approval. For further information, copies of outlines of individual job classifications/area training programs contact Heather St. Clair at the office at 920 10th Ave. N., Onalaska, WI 54650, (608) 779-6550 or her direct line (608) 779-6589.