



Date: April 12, 2024

To: High Desert Oil Employees

From: Chris Malone, Sarah Chancey, and Dominic Baca.

Open Door Policy

In an effort to create an open, safe and ethical atmosphere within High Desert Oil, we have developed a system for each employee to share any concerns, questions or suggestions you may have about what goes on in our service centers.

Information or concerns submitted will remain anonymous to the Service Center Manager and or employee/s affected. This is simply a safe way for all crew members to be able to express any concerns you may have about safety, ethical dilemmas, harassment or anything making you uneasy about coming to work at High Desert Oil every day.

If you have a concern, question or suggestion please do not hesitate to utilize the anonymous High Desert Oil e-mail (concerns@hdosw.com). For Payroll and HR questions you can call Sarah (505-259-8895). For questions about training or procedures you can call Dominic (505-803-3940). We want all of our employees to work in a safe and open atmosphere where you want to come to work and have fun and enjoy what you are doing.

High Desert Oil Reporting E-Mail: concerns@hdosw.com

Chris Malone: 505.822.1541

Dominic Baca: 505.803.3940

Sarah Chancey: 505-259-8895