



Anthony R. Kenney
President

Speedway SuperAmerica LLC
P. O. Box 1500
Springfield, Ohio 45501
Telephone 937-864-3000

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Dear Employees of Speedway SuperAmerica LLC:

In order to promote harmonious work relationships and maintain a professional atmosphere, SSA has a policy prohibiting harassment of fellow workers and/or customers. All forms of harassment which create an offensive environment are forbidden, including but not limited to insulting or discourteous conduct as well as derogatory jokes or comments relating to age, color, national origin, race, sexual orientation, religion, gender, veteran status, or disability.

With respect to sexual harassment, the Equal Employment Opportunity Commission has issued guidelines defining unlawful sexual harassment as:

“Unwelcome sexual advances, request of sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for the employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.”

This type of conduct, whether of a sexual nature or otherwise, will not be tolerated. Our Company is committed to providing an environment for all customers and employees that is free from harassment and other discriminatory activity. Because of this commitment, specific procedures for filing a complaint have been established and are communicated in this Policy.

If you believe you have been discriminated against or harassed in violation of this Policy or witnessed harassment of customers or co-workers, you should immediately contact your Supervisor. For the purposes of this procedure, complaints should not be filed with co-managers and shift leaders 1 & 2 or other lead personnel. Alternatively, complaints may be directed to Human Resources Management at the following numbers:

Diversity & Compliance	HR Manager Western Human Resources	HR Manager Eastern Human Resources
Corporate Office	Kentucky /Indiana South Division	Detroit/Toledo/VIOC Division
	Lansing/Grand Rapids/Northern Indiana Division	Cleveland/Columbus/Cincinnati Division
	Chicagoland/Milwaukee Division	Canton & West Virginia Division
	Twin Cities Division	
	SuperMom’s	
1-888/297-8112 Ext:6491	1-888/297-8112 Ext: 7867	1-888/297-8112 Ext: 6228

All complaints will be fully and promptly investigated. A final report will be made to the appropriate level of Company management involved, which will result in appropriate corrective action, if warranted. Except to the extent necessary to conduct the investigation and take appropriate corrective action, if warranted, all communication concerning complaints under this Policy will be kept confidential. In all instances any disclosure will be limited to those persons with a need to know.

The use of this procedure to register bona fide complaints will not result in retaliation or other adverse consequences to the employee reporting the problem or any individual assisting in the investigation.