

Employee Giving & Volunteer Portal Frequently Asked Questions

Changes and Enhancements — Details below:

- New Online Employee Giving & Volunteer Portal Overview
- Employee Giving Campaign (transition from an exclusive United Way Campaign to a more general Employee Giving Campaign, which may vary by location)
- Matching Gifts for Higher Education (formerly known as “Matching Gifts” to legacy MPC)
- Volunteer Incentive Program (“VIP”)

NEW ONLINE EMPLOYEE GIVING & VOLUNTEER PORTAL

Q1. What is the online Employee Giving and Volunteer Portal (the “Portal”)?

A1. The Employee Giving and Volunteer Portal will serve as MPC’s one-stop shop for giving and volunteering. It is accessible at work or at home 24/7, making it easy for MPC employees to make contributions, track their giving and request matching funds to support the communities where we live and work.

Q2. What am I able to do in the Portal?

A2. Employees can take advantage of MPC’s Employee Giving Campaigns, Matching Gifts for Higher Education, and the Volunteer Incentive Program (VIP) all in one place. Payment options for giving include payroll deduction, credit card, or offline (qualifying donations made directly to a charitable organization and recorded in the Portal with the appropriate documentation). Payment processing enhancements have also been made to help get funds to your charity faster than before.

Q3. Why did MPC switch to this new Employee Giving and Volunteer Portal?

A3. Previously, MPC facilitated its giving and volunteer programs out of separate platforms. This new consolidated portal is a one-stop-shop for giving and volunteering and allows us to streamline processing, increase visibility to data and enhance the employee giving experience.

Q4. Who is eligible to access the Portal and take advantage of MPC’s Giving Campaign, Matching Gifts for Higher Education and the Volunteer Incentive Program (VIP)?

A4. Eligibility for these programs has been standardized and is open to active, full-time and part-time MPC and Non-store Speedway employees.

Previously, specific segments of the population were eligible for select programs. Casual employees were previously eligible to participate in the United Way campaign and retirees and all Speedway employees could participate in the legacy MPC Matching Gifts program. Based on limited historical participation and to standardize eligibility, these groups are no longer eligible and will not have access to the Portal going forward.

Note: Speedway store employees can still request a higher education matching gift paper form from Community Affairs for manual processing, however, they will not have online access to the Portal.

Q5. I am a retiree and still within my eligibility period under the legacy MPC Matching Gifts and Volunteer Incentive Program Plan. Am I still able to submit a request?

- A5.** Current retirees who are eligible under the legacy MPC or legacy Speedway Matching Gifts and Volunteer Incentive Program Plan will be able to submit a request through the end of 2019. Effective January 1, 2020, retirees will no longer be able to submit requests.

If you are a current retiree, please contact Corporate Affairs at 419-421-3993 or via email at CHuffman@marathonpetroleum.com for directions on how to submit your 2019 request.

Q6. Who administers the online Employee Giving and Volunteer portal?

- A6.** YourCause, located at 6111 West Plano Parkway, Suite 1000YC, Plano, TX, 75093, administers the Employee Giving & Volunteer Portal for MPC employees. All questions about the program should be directed to Community Investment Manager Cathy Huffman at 419-421-3993 or via email at CHuffman@marathonpetroleum.com.

EMPLOYEE GIVING CAMPAIGN

Q7. What is an Employee Giving Campaign and how does it differ from the traditional United Way Campaign?

- A7.** Employee giving programs can take many different forms, but they are typically internal campaigns that offer employees the opportunity to make a charitable contribution through a company-sponsored promotion or platform.

The United Way Campaign is a type of employee giving campaign. With a traditional United Way Campaign, which Legacy MPC has historically hosted for its employees, donations are typically restricted to local United Ways or a handful of United Way-approved agencies.

Under the broader Employee Giving Campaign focus, employees can make donations to any 501(c)(3) nonprofit organization (excluding religious and political organizations).

Q8. Will I still be able to donate to my local United Way?

- A8.** Yes. United Way does an excellent job supporting the surrounding community and is an admirable steward of the charitable donations they receive. You can choose to direct your donations to the United Way or directly to a United Way agency.

Q9. Can I designate how I would like the United Way to use my donation?

- A9.** Yes, you can use the designation field on the portal to make notes on how you would like your donation designated. Employees may also elect to give directly to a United Way partner agency and their donation along with any qualified company matching funds will go to the eligible charitable organization the employee selected. Giving directly to the partner agency allows eligible match dollars to follow that donation, instead of going through the United Way, allowing your gift to reach the organization of your choice faster and inclusive of Company matching dollars.

Q10. My location is hosting a United Way focused campaign, but I've heard other locations have a different program. Is the approach different across locations?

A10. As in previous years, we'll rely on the experience of local leadership and campaign leads to determine the appropriate approach and timing for the employee giving campaign plans in your geographic area. Beginning in 2019, you may hear some locations are electing to continue with the traditional United Way focused campaign (with select partner agency options included), while others are opting to generalize and open their giving campaign to other 501(c)(3) organizations.

New for 2019, organizational leaders will be given the flexibility to choose between these two campaign formats. This will allow them to implement the most effective type of campaign for their location. This is important, especially for locations that don't have local United Way programs or that have fostered direct partnerships with a large number of other non-profits.

Q11. Can I participate in the Employee Giving Campaign via paper form?

A11. All full-time and part-time MPC employees and non-store Speedway employees have access to the new consolidated Employee Giving and Volunteer Portal and are required to submit requests using this online platform. Pledges will no longer be accepted via paper form.

Q12. How do I enter a pledge in the Portal during the giving campaign? What payment options are available?

A12. To make your pledge, log in to the Employee Giving and Volunteer Portal and click on the pledge campaign banner. Select the charitable organization you wish to donate to by using the Portal search function.

You can elect to pay via one-time or recurring payroll deductions and/or via credit card. You can also elect to record an offline donation (qualifying donations made directly to a charitable organization and recorded in the Portal).

Legacy MPC employees: Cash, check and United Way Direct Bill options are no longer available.

Q13. Will MPC match the donations made during my local giving campaign pledge period?

A13. Yes. MPC will match employees' donations at 60 cents on the dollar for 2019.

Note: The above-referenced campaign match is separate and in addition to the Matching Gifts for Higher Education program.

Q14. If I elect to donate via recurring payroll deductions during the campaign, when will the deductions begin and how long will they last?

A14. The payroll deduction pledges made during the giving campaign will begin the year following the campaign; your first deduction will occur on your first paycheck in January. Recurring deductions will continue through the end of the year, until your final paycheck in December.

Q15. Will I be able to stop, change or cancel my new recurring campaign payroll deduction pledge(s) in the Portal?

A15. During the campaign period, new donations, as well as change and cancellation requests for recurring payroll deductions, can be initiated directly in the Portal for as long as the giving campaign pledge page is active. After the giving campaign period ends, only cancellation and change requests will be accepted — no new campaign pledges can be initiated.

Q16. I'm a Legacy MPC employee who previously participated in the United Way campaign. Will my current payroll deductions for the previous campaign continue for the remainder of 2019?

A16. Yes. Legacy MPC employees who have existing United Way payroll deductions in 2019 will continue to see that deduction on their paycheck through December 2019.

Q17. How are credit card and other "offline" donations, which are traditionally processed in the current calendar year, accounted for in the campaign reports?

A17. Even though credit card transactions and "offline" transactions (qualifying donations made directly to a charitable organization) are recorded and processed through the Portal when they occur, they would still count in the campaign in which its recorded. (This allows us to track total giving across the Company.)

Q18. Is the match during the giving campaign separate from Matching Gifts for Higher Education Program?

A18. Yes. While both match categories will be facilitated through the new Portal, the local employee giving pledge campaigns will be administered and promoted separately from the Matching Gifts for Higher Education program. Only new, eligible transactions made during the giving campaign pledge period will be included in the local campaign reports.

The Matching Gifts for Higher Education Program (formerly known as the Matching Gifts Program to legacy MPC employees) offers a dollar-for-dollar match of qualified donations to two- and four-year colleges and universities up to \$10,000 annually. The Matching Gifts for Higher Education Program can be accessed on the Portal and is available for you to access year-round. (See below for more information on enhancements being made to this program.)

Q19. Can I use the online Portal to initiate donations to groups that do not comply with MPC's Charitable Contributions Policy or Matching Gifts for Higher Education Program, like my church?

A19. Yes. Employees can use the online employee giving and volunteerism tool to make personal credit card donations and/or payroll deductions to any active, 501(c)(3) nonprofit organization on-file and in good standing with the IRS, even those that do not qualify for a matching gift.

However, only qualified donations are eligible for the Company match.

MATCHING GIFTS FOR HIGHER EDUCATION

Q20. What is the Matching Gifts for Higher Education Program?

A20. Matching Gifts for Higher Education (formerly known as "Matching Gifts" to legacy MPC employees) provides a Company match of up to \$10,000 for qualified gifts to two- and four-year accredited colleges and universities. This is separate and in addition to the Employee Giving Campaign match.

Donations can now be initiated thru the online Portal; both credit card payment and offline payment options are available.

Q21. Which organizations qualify for Matching Gifts for Higher Education?

A21. Qualified donations to two- and four-year accredited colleges and universities are eligible for a Company match of up to \$10,000. This is separate and in addition to campaign matching funds. Please see the Matching Gift Program Guidelines for a detailed explanation of eligible and ineligible institutions.

Q22. How do I submit a Matching Gifts for Higher Education request? What are my payment options?

A22. To make your gift or record an offline gift, log in to the Employee Giving and Volunteer Portal and click on the “Give” tab from the top line navigation or on the Matching Gifts for Higher Education banner. Select the higher educational institution you wish to donate to by using the Portal search function.

You can elect to make your gift via credit card, or record a donation made “offline” directly to the educational institution and request a company match for eligible gifts.

Q23. Are paper forms still available?

A23. Paper forms will no longer be available for the Matching Gifts for Higher Education Program. All full-time and part-time MPC employees and non-store Speedway employees have access to the new consolidated Employee Giving and Volunteer Portal and are required to submit requests using this platform. Only Speedway store employees can access and submit a paper form to Community Affairs for manual processing since they do not have online Portal access.

Q24. Will a gift made from a qualified joint account be accepted?

A24. Donations made from qualified joint accounts (e.g., checking, brokerage, credit card, etc.) will be matched if the employee qualifies under the program guidelines and is listed as a joint-owner on the account from which the donation is made.

Q25. What are the requirements for recording an “offline” donation made directly to a charity?

A25. For “offline” donations made directly to the educational institution in the form of cash, check, stocks/bonds/securities and credit card donations, employees will be required to submit documentation from the charity as proof of their donations to receive the match.

Q26. Do separate donations made to the same institution need to be submitted separately when requesting a matching gift?

A26. Yes. This provides for consistent recordkeeping and complies with the Company's auditing standards. By requiring a form for every gift made, Community Affairs can ensure that every qualifying gift is matched appropriately. Each gift is considered a separate transaction and therefore must have appropriate documentation.

Q27. How often are requests for a matching gift processed?

A27. All “offline” donations (i.e., cash, checks, credit cards, stocks/bonds/securities) that qualify for a matching gift, as well as credit card donations and payroll deductions made “online” via the new Employee Giving and Volunteer Portal, will be processed monthly.

Donations made via payroll deduction, whether one-time or recurring, will be withheld accordingly (i.e., one-time or every pay period) and qualified matching funds, will be processed one month in arrears and disbursed monthly.

VOLUNTEER INCENTIVE PROGRAM(VIP)

Q28. What is the Volunteer Incentive Program?

A28. The Volunteer Incentive Program (VIP) awards eligible individual employees a \$500 reward to the charity of their choice for a minimum of 24 hours of qualified volunteer hours. When the minimum number of volunteer hours have been recorded, a virtual \$500 CauseCard will be issued to the employee in the Portal and can be redeemed to the eligible charity of their choice.

Q29. What types of organizations can I select to receive my VIP Award?

A29. VIP awards are limited to eligible 501(c)(3) organizations and accredited schools/colleges/universities but cannot be paid to religious or political organizations. For legacy MPC employees the addition of schools/colleges/universities is an enhancement.

Q30. How can I meet the 24-hour volunteer requirement?

A30. An employee can perform 24 hours of volunteer service independently; additionally, hours may now be pooled from multiple events for an individual award.

Eligible employees can also apply for a \$500 grant on behalf of a qualified group volunteer event they participated in with immediate family members (including a spouse and/or children) or other co-workers. For the combined award, a minimum of 24 collective volunteer hours is required. Once achieved, the group award will be paid as a grant to the charity where the group volunteer event took place.

Note: For legacy MPC employees, an independent request by a spouse is no longer eligible; the hours must be for the employee and spouse (or other family member) combined.

Full program details for both programs will be made available soon on the MPC benefits page.

Q31. Do my volunteer hours need to be completed with one organization? Can I pool my volunteer hours to qualify for a VIP award?

A31. Qualifying individual hours can be pooled to meet the minimum threshold of 24 volunteer hours required to earn an individual VIP award. You can record your volunteer time in increments in the Portal, and after Community Affairs' monthly review of employees who have reached the 24-hour minimum, you should receive notification that your service was eligible and that your CauseCard is ready for redemption.

Q32. I previously had the ability to apply for a secondary VIP award on behalf of hours earned by or combined with a spouse (or employee group for legacy Andeavor), do I still have that benefit?

A32. Yes. Volunteer hours on behalf of a qualified group volunteer event that an employee participated in are eligible, if the minimum of 24 collective volunteer hours is satisfied. The criteria has been expanded for eligible group participants to include all immediate family members in addition to co-workers, which means volunteer hours for a spouse can be combined with volunteer hours for an employee to apply toward the additional \$500 grant. Note: Only one group award is permitted per event.

Q33. Will MPC verify that the hours I submitted are correct?

A33. The volunteer hours recorded in the Portal are subject to random verification. If a discrepancy is found, the employee will be asked to resubmit his/her hours. If a donation is at any time found to have been generated by falsely reported volunteer hours, Community Affairs will expect a return of the funds and employees may be subject to disciplinary action, per the terms of agreement in the Portal.