



Hourly and Non-Exempt Transferee Moving **Guide**

for Marathon Petroleum Company LP
or its Subsidiaries or Affiliates



Marathon Petroleum Company's Relocation Guide is designed to assist you with the steps necessary for relocating to a new work location, and to help make your move as smooth as possible for you and your family.

Whether you're relocating for the first time or have relocated before, please take time to review the contents of this Guide to learn about the services and assistance available to you through the Company. It's important to fully understand the rules and requirements of the Marathon Petroleum Company relocation program, so that you can get the most benefit from your relocation resources.

If you have questions about issues or circumstances not addressed in the Guide, contact the Relocation Office in Findlay. See "Contacts" on page 9 for details.

This Guide provides a summary of services available to eligible employees under the Marathon Petroleum Company (MPC) Relocation Policy. However, if there's any discrepancy or conflict between this Guide and the terms of the official relocation policy, the official relocation policy will control.

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Eligibility

You're eligible for services under the Company's Relocation Policy if the distance between your new place of work and your former residence is at least 50 miles more than the distance between your old place of work and former residence.

Applying for Relocation Benefits

Key Steps

- ✓ Submit signed Employee Reimbursement Agreement.
- ✓ Familiarize yourself with your relocation benefits and the required procedures to benefit from them.



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EMPLOYEE REIMBURSEMENT AGREEMENT

Before receiving any relocation benefits, you'll need to sign and return an Employee Reimbursement Agreement to the Relocation Office in Findlay. The agreement, included in your Relocation Packet, stipulates that if you receive relocation benefits and terminate employment with the Company (or are involuntarily terminated for cause) within 12 calendar months of your date of transfer, you'll be required to repay your relocation reimbursement at a rate of 8.33% for each calendar month of uncompleted service, beginning from the first of the month in which your transfer occurred. You're not required to repay benefits if you terminate service due to your own or a household member's legitimate health issue.

Once the signed Agreement has been received, the Relocation Office will notify Walker Transfer-Powell, LLC (Atlas Van Lines) of your relocation.

Walker Transfer-Powell will contact you regarding the Company's relocation services related to moving your household goods and personal effects.

TIME PERIOD FOR COMPLETING RELOCATION

You have up to 12 months from your effective date of transfer to complete your relocation. Failure to complete your relocation within this 12-month time period may result in additional tax liability. No adjustments or payments will be made to offset any tax liabilities that may accrue.

Employees should discuss any need for time off work to complete their relocation with their supervisor.

Relocation Allowance

Eligible employees will be provided with a one-time lump-sum Relocation Allowance of \$4,000. This allowance will be paid in the employee's first pay after the signed Employee Reimbursement Agreement form is received in the Findlay Relocation Office. This allowance is considered taxable income (with no tax allowance paid) to the employee and non-benefits bearing.

Shipping of Household Goods

The Company recognizes that your move is an important undertaking and that your household goods are valued possessions. This section describes the services to be provided by the carrier (van line) and also specifies certain policy limitations. To ensure that your move is as smooth as possible, please read these procedures and instructions carefully.

WALKER TRANSFER-POWELL, LLC (ATLAS VAN LINES)

Arrangements for your household move will be made with Walker Transfer-Powell, LLC, an agent of Atlas Van Lines. Walker Transfer-Powell is utilized to schedule and monitor 1) your packing agent, 2) transportation of your goods, and 3) any destination services. They are also responsible for invoicing the Company and for handling any claims associated with your move. Please make sure Walker Transfer-Powell is aware of any changes in scheduling, problems encountered during packing, loading, or delivery, or the need to file a claim if you should have any loss or damage.

NOTE: *At the employee's election, the Company will reimburse up to \$1,500 for the decommissioning and transporting to the new work location of the employee's mobile home. This reimbursement will be paid in lieu of the Company's arranged pack and move of household goods.*

SELECTION OF MOVING DATES

The earlier you contact Walker Transfer-Powell and all preliminary arrangements are made for your move, the greater the possibility that the carrier can handle your move on your preferred or chosen dates. Normal packing, loading, and delivery days are **Monday through Friday**. Saturday, Sunday, or holidays should be avoided.

If you choose to move during the peak season (May through early September) **you should contact Walker Transfer-Powell three weeks or more prior to packing**. It may be possible for the carriers to accommodate your move if less notice is given, but no guarantees can be made.

Packing, loading, and delivery should be planned with enough flexibility to allow for failure on the part of the carrier to meet the schedule provided (due to mechanical failure, weather, etc.).



PREPARING GOODS FOR PACKING AND LOADING

The Company pays for all **NORMAL SERVICES** provided by Walker Transfer-Powell. Company personnel specializing in the movement of household goods will coordinate these services between you and Walker-Transfer Powell. These services include packing, loading, hauling, unloading and unpacking. All goods to be transported should be packed by Walker Transfer-Powell; otherwise, they are not responsible for damage. **NOTE: The Company will not cover any storage or special insurance costs.**

Built-in or Attached Items — If there are items attached to your home (such as chandeliers) that you will be moving to your new residence, arrange to have these detached prior to the packing of your household goods. The Company will not be responsible for these costs.

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Refrigerator and Freezer — It is your responsibility to defrost and dry your refrigerator and freezer prior to the day of loading.

Servicing Appliances — Servicing of appliances (bolting down motors, packing washers, dryers, etc.) will be provided by the mover who will bill the Company for the charges. Some makes of appliances require servicing by a qualified technician prior to moving. The Company will pay for the servicing and reservicing of these appliances through the carrier. **This does not cover new materials or parts required or new service lines for appliances.** The carrier's local agent may be of assistance to you in recommending companies who do this type of work, but these companies should be instructed to bill you directly for these charges.

Items of Extraordinary Value — Small items of extraordinary value such as documents, wills, TWIC cards, TV remotes, stocks or bonds, currency, coin or stamp collections, jewelry, watches, and precious stones should be transported **personally** to your new location. These items should be removed from drawers and cabinets prior to packing. If you find it necessary to transport any items of this nature on the moving van, a detailed list of these personal effects must be supplied to the driver. Walker Transfer-Powell will provide a form for this purpose. If such a list is not provided, the moving company will assume no liability for items that are lost.

Potted Plants — The Company will pay for the transporting of potted plants if there is sufficient room on the moving van; however, these plants will be transported at your own risk. Be aware that some states do not allow the importation of potted plants without certification. Obtaining this certification, and any associated cost, is your responsibility. Walker Transfer-Powell will be able to advise you of any special conditions that might exist.

The following items will NOT be moved by the carrier:

- **Flammable liquids**, matches, ammunition, cans of paint or articles of an explosive nature, such as aerosol cans, frozen food, or firewood — this is regulated.

Disposal or Acquisition of Items — if you plan to dispose of items or acquire additional items prior to your move, do so before the carrier makes the survey so that the proper size of van will be available at the time of loading. If you acquire additional items subsequent to the survey, please notify Walker Transfer-Powell so that adjustments can be made.

Telephone — Please arrange to have your telephone remain connected at the origin until your goods are packed and loaded. It is often necessary for your carrier to reach their packers, their driver, or you.



Transportation of Recreational Vehicles —

You are strongly encouraged to tow your boat, travel trailer, and other recreational vehicles such as snowmobiles, motorcycles, motorized golf carts, etc. Due to the size of certain types of recreational vehicles, there is sometimes an additional weight charged for space utilization on the moving van. This is called a weight additive. The Company will pay to move an actual weight or a combined actual weight and weight additive up to 1,500 pounds. Cost in excess of this 1,500 pound weight limit will be at your expense.

For example, a 14' boat, motor, and trailer, with an actual weight of 2,200 pounds would be moved at the chargeable weight of 2,200 pounds actual weight, plus 2,500 pounds of weight additives for the boat and 1,600 pounds of weight additives for the trailer. In this case, the total chargeable weight would be 6,300 pounds. The cost for 1,500 pounds would be paid by the Company; the cost for the additional 4,800 pounds would be at your expense.

If it is necessary to move any recreational vehicles on the moving van, please consult with Walker Transfer-Powell to determine if there will be additional cost to you.

INSURANCE

Your household goods are insured by your carrier and the Company as soon as the mover starts to pack them and carries through until they are unpacked in your new home. Do not purchase or request to purchase additional insurance with the carrier.

It will be necessary for you to sign the carrier's bill of lading releasing your goods at replacement value of in some cases \$.60 per pound per article depending upon the carrier's liability. Any liability beyond that amount is the Company's responsibility. Walker Transfer-Powell will be able to answer any questions you have regarding insurance and will also be able to assist you with your claim should you discover loss or damage upon delivery or after unpacking.

High Value Items — You must advise Walker Transfer-Powell of all high value items such as antiques, paintings, silver, etc. Again, Walker Transfer-Powell provides a "high value inventory" form for this purpose. Point these items out to the representative responsible for completing an inventory survey so that special precautions can be taken at the time of packing and loading.

It would be to your advantage to have any antiques, paintings, etc., appraised by a qualified professional in order to provide additional support in the event of loss or damage. The cost associated with this appraisal will be your responsibility.

Homeowner's Insurance — If you still own the home from which you are moving, and it will be unoccupied after your move, it is suggested you check with your insurance company to see if you are still covered for damage as a result of fire, vandalism, water damage, etc. Many insurance policies have clauses that exclude certain coverage if the house is unoccupied.





COMMUNICATIONS WITH DRIVER

Examine and make sure that the physical inventory of your household goods, as prepared by the driver, is accurate as to the number of items, condition of your furniture, etc. Point out to the packers and driver those items that you think might require special handling.

Be sure to count the cartons the carrier packs and unpacks before you sign the bill of lading or certification of packing or unpacking.

A list of any firearms that will be put on the van must be provided to the driver and should also be given to Walker Transfer-Powell. This list should include serial numbers for each gun.

Ask the driver when your household goods are expected to arrive at the destination. Advise the driver where you can be contacted while en route and at the destination.

You, or an adult representative (relative, friend, or neighbor), **should remain at the origin residence until the moving van leaves.** It is your responsibility to walk through your residence with the driver to be sure that nothing is left behind. Please double check drawers, cabinets, closets, attic, garage and basement for personal effects.

DELIVERING GOODS AT DESTINATION

Your furniture will be delivered to your new home and placed **once** where indicated. Boxes will be placed in appropriate rooms. Unpacking will be performed **if you requested this service** at the time of scheduling prior to delivery.

NOTE: Unpacking is **normally** performed the day after delivery (Monday following a Friday delivery) and consists **only** of opening boxes, removing contents, and placing contents on the nearest flat surface. Flat surfaces consist of counters, table tops or floors. The service will be performed quickly and unpackers will depart. No items will be placed in cabinets, on shelves, etc.

Inspection — When your household goods are delivered, any lost or damaged items should be noted on the inventory sheet. Each item should be checked off as received or noted as missing at this time. You should **not** sign any form of receipt upon delivery without having done so. Make a separate list of lost or damaged articles and ask the van driver to sign it. Contact Walker Transfer-Powell as soon as possible advising them of your claim. If you cannot inspect all items at time of delivery, or choose to unpack boxes yourself, make a notation, “Received Subject to Inspection” before you sign for receipt of the shipment. Retain a copy of all acknowledged notations.

NOTE: Do not sign for any packing or unpacking service that is not performed by Walker Transfer-Powell, or the van driver.

If you choose to unpack cartons at your convenience, you may have the empty cartons removed at a later date, but within 30 days of the move. Please contact Walker Transfer-Powell to arrange for a debris pickup; otherwise, you may dispose of these cartons as you see fit. Only **one** debris pickup is authorized by the Company. If unpacking services are performed, no debris pickup is authorized.

NOTE: Debris consists of DRY boxes and packing materials **only**.

Special Services — Any special services you request of the mover (such as asking the mover to work overtime, rearrangement of furniture, assembly of items other than those disassembled, or waiting for unloading because your residence is not available) will be at an additional cost to the Company. Should any of these unexpected situations occur, which require the Company's approval, contact Walker Transfer-Powell immediately. The best course of action under the circumstances will be decided and the carrier will be advised by the Company whether the additional work is approved.

CLAIMS

In the case of loss or damage, call Walker Transfer-Powell and request a loss or damage inspection along with claim forms. Confirm your request in writing. Complete the claim form as quickly as possible (preferably within 15 days after delivery) and return it to Walker Transfer-Powell. By handling your claim as quickly as possible, adjustment can be made promptly. In the case of a lost item, Walker Transfer-Powell should be notified immediately so that an attempt can be made to locate the item at once.

Proof of Claim — Your best proof of claim is a notation on your bill of lading, inventory, or delivery receipt signed by the driver. All claims must be handled by you in writing to obtain settlement. You must be able to prove that the carrier is responsible for your loss, and you must be able to prove the amount of your loss. Again, the sooner your claim is filed, the easier it is to effect settlement.

Settlement — The carrier has been authorized to make settlement with you in full. The excess beyond the carrier's liability will be billed to the Company by the carrier.

NOTE: *Walker Transfer-Powell is prepared to assist you. Please contact them if you should have a claim for loss or damage.*

Mechanical Operation of Machines or Appliances — Carriers are not liable for the mechanical failure of machines or appliances except as the result of identifiable transit damage.

Damaged Items — **Do not dispose of broken or damaged items which may be involved in a claim until inspection by the carrier's representative has been made and you have been authorized by Walker Transfer-Powell to do so.** It is the carrier's option to pick up for salvage any item for which you have been, or will be, reimbursed replacement value.

Site Damage — If the carrier has damaged property (house, driveway, lawn, etc.) at destination, contact Walker Transfer-Powell. This will be a separate claim from any claim for loss or damages to your household goods. Origin damage should be reported to Walker Transfer-Powell immediately. It is often possible to initiate and complete repairs before your driver departs.



Checklist

- ✓ **Banking** — Arrange for sufficient cash or travelers' checks to cover expenses until you make banking connections at your new residence. Transfer your bank accounts. Have your present bank arrange credit references to establish accounts at the new residence.
- ✓ **Records** — Obtain letters and transcripts from school principal covering educational status of your children.

Obtain medical records and X-rays from your doctor and dentist. Ask them to recommend names of doctors and dentists at your new location.
- ✓ **Services** — Pick up laundry and dry cleaning. Discontinue services no longer needed at your former residence (e.g., electricity, gas, water, telephone, newspaper delivery).
- ✓ **Address Change** — Go to MPCConnect/ SAP Online Services/Life and Career/ Personal Information to change your personal address information. Send change of address cards to your post office, creditors, magazines, friends and relatives.
- ✓ **Arrival Kit** — Pack an "Arrival Kit" containing items which may be needed immediately upon arrival at your new home. Have this box marked conspicuously and placed on the van last so it will be the first box off.

Suggested items include:

- **Cleaning** — detergent, cleanser, towels, window cleaner.
- **Kitchen** — paper plates, cups, utensils, saucepans.
- **Bathroom** — tissue, towels, soap, first-aid kit, toilet paper.
- **Snacks** — canned items, crackers, cheese, soup mix, cereal, coffee.
- **Miscellaneous** — light bulbs, tools, shelf paper, scissors.
- **Children** — coloring books, crayons, reading material, toys.



Contacts

Relocation Policy — Administration-Findlay Relocation Office

Marathon Petroleum Company LP
Relocation Office — Room D-03-100
539 South Main Street
Findlay, OH 45840
E-mail: relocation@marathonpetroleum.com
Phone: (419) 421-3248
Fax: (419) 421-3057

- Receives notice of transfer and sends Relocation Packet.
- Receives signed Reimbursement Agreement and authorizes Walker Transfer-Powell to contact employee.
- Replies to general questions and provides information about the policy.

Shipping of Household Goods

Walker Transfer-Powell, LLC
1520 Beech St.
Kenova, WV 25530
Phone: (800) 338-7460
Fax: (304) 453-6150

- Contacts relocating employee within 24 – 48 hours.
- Explains assistance with shipping of household goods and personal effects.



