

Marathon Petroleum Off-site Events Policy

Effective January 1, 2018



Off-site Events Policy

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Off-site Events Policy

I. Definition

The Company supports employee participation in off-site recreational, charitable, community relations, and social events which further the Company's business objectives and corporate values. This Policy provides guidance to supervisors for approving participation by employees in such activities and events and outlines the rules and Company expectations that apply to employees when participating in such activities and events.

II. Eligibility

This Policy applies to all employees.

III. Guidelines for Participation

A. Voluntary off-site non-work activities during regular work hours. This would include charitable golf outings, teambuilding social events and games where participation is voluntary, or other voluntary extracurricular non-work activities. This includes activities where the employee was invited to attend an event by a customer or vendor but it is not considered part of the employee's normal working duties.

- a. Pay — If there is a valid business purpose, supervisors have discretion to allow employees to participate in Company sponsored, endorsed, promoted, or publicized events or activities and receive their normal pay.
- b. Time and Attendance — With supervisor approval, all employees (whether salaried exempt, salaried non-exempt, or hourly) should record their time away from the office/work location spent participating in such voluntary events during the regular work day as a Personal Absence (PA) with pay.
- c. Company Policies and Conduct — Because employees will be representing the Company, and receiving pay from the Company for their participation in the event, employees should exercise good judgment. Events organized and hosted by management for employees in their work group should not include consumption of alcoholic beverages until after normal working hours.

B. Required employee participation in off-site charitable, recreational, or social activities. This would include an employee who works at an event in an assigned capacity designated as work by his or her supervisor, such as a registration desk or host at a charitable event.

- a. Pay — Employees will receive their normal pay for all required hours worked.
- b. Time and Attendance — Since the employee is required to work, this would be considered the same as the employee's normal work activities; therefore, the regular pay category should be used for all hours worked.
- c. Company Policies and Conduct — Employees are required to follow all Company policies during paid work time.

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C. Other Considerations

- a. This Policy does not apply to situations in which employees participate in work activities that are held off-site, such as a meeting or training. The employee will record normal work time.
- b. If an employee's supervisor determines that an event is not in furtherance of the Company's business objectives or that there is no clear business justification supporting the employee's participation in an activity/event for which paid time off should be granted, the employee may be able to utilize vacation or time off without pay in order to participate in the activity/event.

IV. Contract Worker Participation

The participation of contract workers in an off-site recreational, charitable, or social event will be at the discretion of their contract employer. Company representatives should not solicit for, or require the participation of, individual contract workers assigned in their departments for these events and should not offer to pay contractors for time spent participating in non-work events. If the contract employer is interested in allowing its employees to participate, the contract workers can be excused from their work responsibilities with the approval of the organization to which they are assigned, and the decision as to whether their time will be paid or unpaid will be up to the contract employer.

V. Responsibility

Human Resources is responsible for oversight of this Policy.

Appendix A

Frequently Asked Questions and Answers

1. What is an example of a voluntary off-site non-work activity?

Common examples are golf outings, either charitable events like the United Way golf outings, or when invited to play golf by a client or customer where the employee's management feels there is value in strengthening our relationship with the client or customer who extends the offer, but participation is not required as part of the employee's job. Another example is when the Company endorses employee participation during work hours of charitable activities such as Days of Caring or a Habitat build.

2. The Policy states that "Events organized and hosted by management for employees in their work group should not include consumption of alcoholic beverages until after normal working hours." To what type of event does this refer and what are "normal" working hours?

This is intended to describe the team building events that many organizations sponsor. While attendance is not mandatory, and the event does not have a formal business purpose such as a staff meeting or training, it is hosted by the management of the organization and the cost is paid by the Company. It is considered inappropriate to provide alcoholic beverages during normal work hours for the organization.

Charitable golf outings are not considered to be "events organized and hosted by management for employees in their work group." It is recognized that alcoholic beverages may be served at a golf event of this nature, and therefore it is recommended that employees exercise good judgment.

"Normal work hours" would be defined as the standard schedule that is common for that location. For example, in the Corporate Office, the established guidance is that alcohol should not be served at this type of event prior to 4:30 PM. (For on-site events, it is recommended that alcohol not be served prior to 4:45 PM.)

3. If an employee is part of a team that coordinates the charitable event, is their time at the event considered voluntary or required?

Even though the employee has been involved in the coordination and planning of the event, and their efforts are endorsed by the Company, unless the employee has been directed by management to perform work at the event, their time would be considered voluntary.

4. Although not covered under this Policy, if an employee is attending an off-site conference or other program not hosted by the Company, where the employee is considered to be working but is not at work, is it acceptable to consume alcohol during normal working hours?

It is not a violation of the Drug & Alcohol Policy to consume alcohol in this situation. However, as referenced in this Policy, because you are still representing the Company, and receiving pay from the Company for your participation in this program, employees should exercise good judgment in this regard.