

Marathon Petroleum Volunteer Incentive Program

Effective August 1, 2019



Volunteer Incentive Program

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Volunteer Incentive Program

I. Objective

The purpose of the Marathon Petroleum Volunteer Incentive Program (“VIP” or “Program”) is to encourage employees to perform volunteer service at local charitable organizations with community outreach programs. The VIP rewards employees’ philanthropic efforts while also demonstrating Marathon’s support of volunteerism in the form of a “grant” or cash contribution made to eligible organizations when the minimum number of volunteer hours has been completed.

II. Eligibility

1. The following individuals are eligible for the Program:
 - a. Regular U.S.-based employees of MPC working on a Full-time or Part-time basis. For purposes of this Program:
 - Regular Full-time means the employee has a normal work schedule of at least 40 hours per week or at least 80 hours on a bi-weekly basis;
 - Regular Part-time means the employee is a non-supervisory employee employed to work on a part-time basis (minimum of 20 hours but less than 35 hours per week), and not on a time, special job completion, or call when needed basis.
 - b. Non-store Speedway employees; and
 - c. An eligible employee’s immediate family (including spouse).
2. The following employees are not eligible for the Program:
 - a. Casual employee who have not been designated by the Company as a Regular Full-time or Regular Part-time employee.

Eligibility for the Program terminates on the date employment ends. Employees who have eligible service based on the guidelines herein should plan to submit requests accordingly.

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III. Eligible Organizations

In order to be considered eligible, an organization must be located in the United States and must be recognized by the Internal Revenue Service as a designated tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code (the “Code”) or as an instrumentality of a federal, state, or local government as provided by Section 170(c)(1) of the Code.

In addition to having a 501(c)(3) designation, the organization should be in an eligible organizational category, which includes, but is not limited to:

1. Arts, Culture, and Humanities;
2. Civic;
3. Community Improvement;
4. Education, including accredited public and non-profit elementary and secondary schools as well as 2- and 4-year colleges and universities, trade, and technical schools;
5. Environmental; and
6. Health and Human Services;

Special Notes:

1. Sports teams, parent/teacher organizations, or booster organizations affiliated with a valid 501(c)(3) and classified in one of the above eligible categories may be considered an eligible organization under the Program.
2. Certain activities or outreach programs that are held at or sponsored by an educational or religious institution may be eligible, depending on the program’s classification. For example, a “Back Pack Buddy” program, a non-sectarian soup kitchen, or a food bank may be eligible if it is registered under a valid 501(c)(3) organization and placed in an eligible organizational category as identified in Section III.
3. In the case where a program does not have its own 501(c)(3) designation, but operates under another organization’s designation (known as the “Parent” organization), such program may be eligible under the VIP if the Parent registers a program within an eligible classification and attests that the program meets the requirements as stated above.

IV. Ineligible Organizations

Organizations not recognized by the Internal Revenue Service as a designated tax-exempt public charity under Section 501(c)(3) of the Internal Revenue Code (or as an instrumentality of a federal, state, or local government as provided by Section 170(c)(1) of the Code) are not considered eligible under the VIP.

The following types of organizations are not eligible under the Program, even with a valid 501(c)(3) designation:

1. Religious institutions (churches, mosques, and synagogues); and
2. Political institutions (labor advocacy groups).

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V. VIP “Grant” for Eligible Volunteer Service

If an eligible employee performs a minimum of 24 hours of volunteer service at an eligible organization during a calendar year, they qualify and may apply for a Marathon Petroleum VIP grant in the amount of \$500. Hours may be pooled from multiple events for the individual grant.

Eligible employees may also apply for a \$500 grant on behalf of a qualified group volunteer event in which they participated if the event generates a minimum of 24 collective volunteer hours. For purposes of this program, a qualified group is one in which the employee participates and may include immediate family members (including spouse and/or children) or other co-workers. The group award will be paid as a grant to the charity where the group volunteer event took place.

The maximum number of grants an employee may receive in a calendar year is two — one grant for the employee and one grant for the employee and immediate family member or internal employee group, for a maximum grant amount of \$1,000 per year.

The VIP grant is issued via a virtual CauseCard, redeemable to the charity of choice. On a monthly basis, Community Affairs will review completed hours and identify employees eligible for a grant. Employees who have reached the 24-hour minimum will receive notification that their service is approved and that a \$500 CauseCard is ready for redemption.

VI. Volunteer Service

To qualify for a grant under this Program, a minimum of 24 hours of eligible volunteer service at an eligible organization must be performed.

1. Eligible Volunteer Service

Volunteer activities that benefit the general community are considered eligible service under the Program and include, but are not limited to:

- a. Committee work;
- b. Fundraising events or activities;
- c. Tutoring or mentoring;
- d. Neighborhood revitalization;
- e. Coaching non-school related sports teams;
- f. Leading or participating in non-school related activities (i.e., Boy Scouts, Girl Scouts);
- g. Participating in booster activities when the booster organization has its own 501(c)(3) status or is registered by a Parent organization in an eligible classification;
- h. Volunteering to work at or organize a “thon” type activity.

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2. Ineligible Volunteer Service

The following volunteer activities are not considered eligible service under the Program and would not be eligible for a grant:

- a. Volunteering that is performed by someone outside the employee's immediate family and/or internal employee group;
- b. Volunteering that results in any kind of personal gain for the eligible participant or their family, including any kind of compensation or "in-kind" gifts received (i.e., pay for service, tickets for fundraising events, membership dues, or school tuition);
- c. Anticipated volunteer service or volunteer service not yet performed;
- d. Volunteering at Company-sponsored functions or Company-sponsored meetings associated with an otherwise eligible organization; and
- e. Participating in or pledges made to "thon" type activities (i.e., a walk-a-thon or bike-a-thon).

VII. Recording Volunteer Service

Employees can record volunteer hours in the Employee Giving & Volunteer Portal. Hours can be recorded in increments as they are completed.

Please note: 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 grant 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.

Grant requests must be submitted no later than March 31 of the calendar year immediately following the year in which volunteer service was performed.

This deadline applies to active employees only. As stated in Section II., if employment is terminated, an individual is no longer eligible to request a grant under the Program, regardless of when the service was performed.

VIII. Program Continuation

Employees on the following leaves of absence continue eligibility while on leave:

1. Sick Leave;
2. Family Leave of 12 workweeks or less or "Wounded Warrior" Family Leave of 26 workweeks or less;
3. Personal Leave; and
4. Military Leave.

Program eligibility ends while on the following leave of absence:

1. Educational Leave.

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IX. Administration

YourCause, located at 6111 West Plano Parkway, Suite 1000YC, Plano, TX, 75093, administers the VIP and manages the Employee Giving & Volunteer Portal.

The Company reserves the right to, at its discretion, determine whether or not an organization or specific volunteer service is eligible for a VIP grant. 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.

X. Modification and Termination

The Company reserves the right to modify or terminate this Program, in whole or in part, in such manner as it shall determine, either alone or in conjunction with other plans and programs of the Company. Modification or termination may be made by the Company for any reason, including but not limited to modifications under the Internal Revenue Code or to comply with applicable state or federal regulations. Modifications or termination can be applied, at the sole discretion of the Company, to any or all members.