

Marathon Petroleum Volunteer Incentive Program

Effective January 1, 2018



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 Petroleum’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

The following employees are eligible for the Program:

- Regular employees working on a “Full-time” or “Part-time” basis and the spouse of such regular employees.

For purposes of eligibility, Regular “Full-time” basis 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.

The following employees are not eligible for the Program:

- Casual or common law 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 their requests accordingly.

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, organizations must be classified as being in an eligible organizational category as determined by the Company. Eligible organizational categories include, but are not limited to:

- Arts, Culture, and Humanities
- Civic
- Community Improvement
- Environmental
- Health and Human Services
- Public Benefit
- Philanthropy, Volunteerism
- Recreational

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Note: 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.

IV. Ineligible Organizations

Organizations that are 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:

- Educational institutions (schools or other institutions of learning)
- Religious institutions (churches, mosques, and synagogues)
- Political institutions (labor advocacy groups)

V. Eligibility of Parent Organizations and Related Programs

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.

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.

VI. VIP "Grant" for Eligible Volunteer Service

If an eligible participant performs a minimum of 24 hours of volunteer service during a calendar year at a single eligible organization, as described above, they may apply for a Marathon Petroleum VIP grant for that organization in the amount of \$500.

Each eligible participant can apply for one grant per calendar year. The maximum number of grants per eligible couple per year is two — one grant for the employee and one grant for the spouse, for a maximum grant amount per eligible couple per year of \$1,000.

When applying for a VIP grant:

- The number of volunteer service hours performed by both the employee and the employee's spouse at a single organization may be combined to meet the 24-hour minimum for each grant.
- When the employee and spouse each meet the 24-hour volunteer service requirement individually, each is eligible for a grant.

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- The grant request must be submitted no later than March 31 of the calendar year immediately following the year in which the volunteer service was performed. Please note, 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.

VII. Eligible Volunteer Service

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

- Committee work
- Fundraising events or activities
- Tutoring
- Mentoring
- Neighborhood revitalization
- Coaching non-school related sports teams
- Leading or participating in non-school related activities (i.e., Boy Scouts, Girl Scouts)
- 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
- Volunteering to work at or organize a “thon” type activity

VIII. Ineligible Volunteer Service

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

- Volunteering that is performed by a family member other than the employee and employee’s spouse
- 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)
- Anticipated volunteer service or volunteer service not yet performed
- Volunteering for school-related sports or programs that are registered under the school’s 501(c)(3) designation and classified only as “Educational”
- Volunteering at Company-sponsored functions or Company-sponsored meetings associated with an otherwise eligible organization
- Participating in or pledges made to “thon” type activities (i.e., a walk-a-thon or bike-a-thon)

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IX. Program Continuation

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

- Sick Leave;
- Family Leave of 12 workweeks or less or “Wounded Warrior” Family Leave of 26 workweeks or less;
- Personal Leave; and
- Military Leave.

Program eligibility ends while on the following leave of absence:

- Educational Leave.

X. Participation by Associated Companies and Organizations

Upon specific authorization and subject to such terms and conditions as it may establish, Marathon Petroleum Company LP may permit eligible employees of subsidiaries and affiliated organizations to participate in this Plan. Currently, these participating companies include, but are not limited to, Marathon Petroleum Company LP, Marathon Petroleum Corporation, Marathon Petroleum Service Company, Marathon Petroleum Logistics Services LLC, MW Logistics Services LLC, and Marathon Refining Logistics Services LLC.

The term “Company” and other similar words shall include Marathon Petroleum Company LP and such affiliated organizations. The term “employee” and other similar words shall include any eligible employee of these companies.

XI. Administration

CyberGrants (formerly JK Group), P.O. Box 2236, Princeton, NJ 08543-2236, administers the VIP Program. Call 1-866-609-8071 for further information or visit mpcvip@easymatch.com.

For details on how to submit a request for a VIP grant, see the [VIP Brochure](#). Volunteer grant requests can also be submitted to CyberGrants online at www.easymatch.com/mpcvip.

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. 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.

XII. 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.