

## **Weapons Policy Addendum for Texas**

Per Marathon Petroleum Company's Weapons Policy, the use, possession or concealment of any weapon is strictly prohibited on Company premises. However, for Texas sites only, employees who hold a License to Carry a handgun and who lawfully possess a firearm or ammunition may store such firearm or ammunition in his or her privately owned vehicle on Company premises, as long as the following requirements are met:

1. The employee must complete and have on file with Marathon's Security Operations Center or Human Resources (as determined by local management) a current Firearm Approval Form. It is the employee's responsibility to request the form and to ensure that it does not expire.
2. The employee must attest on the Firearm Approval Form that he or she holds a License to Carry a handgun, and otherwise lawfully possesses a firearm or ammunition to be stored in his or her privately owned vehicle at the time the Firearm Approval Form is submitted. Any false statements made by the employee on the Firearm Approval Form will subject the offending employee to discipline up to and including discharge.
3. At all times, the firearm or ammunition must be hidden from plain view. In addition, the vehicle in which the firearm or ammunition is stored must also be locked.
4. At most locations, a specific parking area, outside the secured and restricted area, will be designated for employees storing firearms in their vehicles to park. Employees storing a firearm or ammunition in their vehicles must park only in such designated area.
5. When a firearm or ammunition is stored in an employee's vehicle, the employee must not return to his or her vehicle at any time during the day, other than to exit the premises, without first obtaining express authorization from his or her Supervisor.

Failure to abide by any of the foregoing requirements for storing a firearm or ammunition in a privately owned vehicle on Company premises will result in disciplinary action up to and including discharge.

Under no circumstances may any employee store a firearm or ammunition in a company owned, leased or rented vehicle, even if he or she lawfully possesses such a firearm, and regardless of whether he or she has filed a Firearm Approval Form.

This policy and Addendum applies to lawfully possessed firearms and ammunition only. All other weapons are prohibited (including those typically used for hunting) on Company premises regardless of whether a Firearm Approval Form has been filed.

Other than the process outlined above, all other aspects of Marathon Petroleum Company's Weapons Policy will apply and will be enforced. As such, all vehicles containing a firearm, ammunition or other weapon, with or without an approval form, are strictly prohibited from entering secured and restricted areas, except when carried or possessed by official local, state or federal law enforcement agents in the performance of their duties.

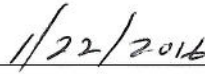
**Addendum to Marathon Petroleum Company's Weapons Policy for Texas**

In order to comply with Texas state law, I hereby approve the attached Addendum to Marathon's Weapons Policy. Such Addendum shall be effective as of February 1, 2016.

Approved:



Date:



**FIREARM APPROVAL FORM**  
**Must have a separate Form for each vehicle and each firearm**

Name (Please Print): \_\_\_\_\_ Date: \_\_\_\_\_

License to Carry Number: \_\_\_\_\_ License Exp. Date: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate No.: \_\_\_\_\_ State: \_\_\_\_\_

Description of Firearm—include firearm type, make, model and caliber:

---

---

---

---

---

In Texas only, any employee who holds a License to Carry a handgun, and who lawfully possesses a firearm or ammunition may store such firearm or ammunition in his or her privately owned vehicle only after obtaining written approval using this form. By signing this form, the employee agrees to abide by the following requirements:

1. The employee must complete and have filed with Marathon's Security Operations Center or Human Resources (as determined by local management) a current Firearm Approval Form. It is the employee's responsibility to request the form and to ensure that it does not expire.
2. The employee hereby attests to being in lawful possession of the firearm to be stored in his or her vehicle at the time this Firearm Approval Form is submitted.
3. At all times, the firearm and ammunition must be hidden from plain view. In addition, the vehicle in which the firearm or ammunition is stored must also be locked.
4. Employees storing a firearm or ammunition in their vehicles must park in the location(s) designated by their local management or security personnel.
5. When a firearm is stored in an employee's vehicle, the employee must not return to his or her vehicle at any time during the day, other than to exit

the premises, without first obtaining express authorization from his or her Supervisor.

This Firearm Approval Form shall be valid for 1 year or, if applicable, the term of the License to Carry if it is less than 1 year.

Any violation of the Company's Weapons Policy or procedures, or the requirements listed above, including a first offense, will subject an employee to discipline, up to and including discharge.

I have reviewed and am responsible for following the Company's Weapons Policy and the Weapons Policy Addendum for Texas.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
ID Badge No.

\_\_\_\_\_  
Approver's Signature

\_\_\_\_\_  
Date:

\_\_\_\_\_  
ID Badge No.