



WORKPLACE VIOLENCE

GENERAL PURPOSE

To affirm the commitment of Marathon Petroleum Corporation (“MPC”) and its consolidated subsidiaries (the “MPC Group”) to provide a workplace free from violence or threats of violence against company employees, visitors, contractors or property. All company employees, visitors and contractors should conduct themselves in a manner consistent with good business practices, high ethical standards and in conformity with non-violence principles.

POLICY STATEMENT

MPC strictly prohibits the use of violence or threats of violence in the workplace and views such behavior very seriously. The company will not tolerate threats; threatening, intimidating, or menacing behavior; stalking; or acts of violence committed by employees, contractors, or visitors and targeted against employees, contractors, visitors, or other individuals. These acts are prohibited in the workplace, while using company resources at a company work location, or while conducting business on behalf of MPC. Additionally, above-referenced off-duty or off-premises conduct that could impact the workplace is also prohibited.

Workplace violence or threats of violence includes, but is not limited to, spoken or written words, actions or behaviors that are disruptive, aggressive, hostile, threatening, menacing, that create a reasonable perception of intent to harm persons or property, of which create a climate of fear. This includes any communicated threats or threatening behavior, bullying, stalking, domestic violence that could impact the workplace, all forms of harassment, overt acts of violence causing physical injury, including physical assault with or without weapons, i.e. pushing, shoving, hitting, sexual assault, and other acts of violence.

Workplace violence or threats of violence also includes words or actions indicating that an employee might harm him or herself. In addition, workplace violence includes the destruction of, attempted destruction of, or threats to destroy company and/or personal property.

DISCIPLINARY ACTION

Employees who engage in acts of workplace violence are subject to discipline, up to and including termination. Employees and other individuals who engage in acts of workplace violence will be immediately removed from the premises, by security or law enforcement if necessary. If it is determined that an employee or other individual has violated this Policy, but the employee or individual is allowed to return to the workplace, the company may require the individual to undergo an assessment and be cleared as safe to return to work by a qualified medical professional of the company’s choosing.

REPORTING PROCEDURE

Employees are required to report to their supervisor, Human Resources, or Security, as appropriate, any behavior that they perceive as threatening or violent, as well as strange or unusual behaviour that they perceive as suspicious or threatening. Employees are responsible for reporting this information regardless of



the relationship between the individual engaging in such behavior and the person(s) or property potentially threatened.

All supervisors and managers are responsible for the prompt communication to Human Resources and/or Security of any information they receive which indicates threatening or violent conduct may have taken or is about to take place.

All reports of workplace violence will be kept confidential to the extent practicable.

If an employee believes a threat of imminent harm exists, the employee should follow local security procedures. However, an employee should not hesitate to contact 911 as circumstances dictate.

SECURITY ASSESSMENT

If Security or Human Resources determine that a reported violation of this policy requires further assessment, a team will be formed to investigate and determine the relevant facts and circumstances, and to review the results of the investigation with the appropriate management. The team will consist of representatives from the appropriate organizations under the circumstances, which in most cases will include, at minimum, the management of the personnel involved, and the Law, Security, and Human Resources organizations.

POLICY APPLICATION

This Policy applies to MPC and those entities within the MPC Group that have adopted it. Further, the substance of this Policy, appropriately adapted for the conditions involved, is recommended for adoption by MPC affiliate-operated joint venture entities.

This Policy supersedes all local policies addressing workplace violence.

POLICY ADMINISTRATION

The administration of this Policy is the responsibility of the MPC Chief Human Resources Officer.

POLICY REVIEW

This Policy shall be reviewed at least once every five years, or more frequently as stipulated by the approver, or when a significant change occurs, including any change in law, that impacts the content or substance of this Policy.

POLICY EXCEPTIONS

None



REFERENCES

[Policy #2001 Code of Business Conduct](#)

[Policy #10003 Harassment and Appropriate Workplace Conduct](#)

[Policy #10005 Weapons](#)

[Social Media Guidelines](#)