

Marathon Petroleum Company LP
Drug and Alcohol Policy

Minnesota
Employee Guide

Revised as of August 1, 2019

Table of Contents

Introduction	1
Part I - Drug Policy	1
Part II - Alcohol Policy	1
Part III - Policy Application	2
A. Current Procedures	2
B. Unionized Facilities	2
Part IV – Definitions	
A. Company	3
B. Unauthorized Substances	3
C. Authorized Substances	3
D. Company Premises	3
E. Alcohol	3
F. Under the Influence of Alcohol	3
G. Prohibited Blood Alcohol Content	4
H. Contraband	4
I. Laboratory Testing	4
J. Personal Search	4
K. Return to Work Agreement	4
L. Safety-Sensitive Position	4
M. Substance Abuse	5
N. Confirmatory Test	5
O. Initial Screening Test	5
P. Reasonable Suspicion	5
Q. Retest	5
Part V - Policy Administration	5
A. Employee Education	6
B. Employee Notification	6
C. Medication/Substance Reporting	6
D. Employee-Initiated Rehabilitation	6
Part VI - Searches	7
A. Personal Searches	7
B. Periodic Work Area Searches	7
Part VII - Laboratory Testing	8
A. Drug & Alcohol Testing Process	9
B. Authorized Laboratory Testing	9
1. Pre-employment Testing	9
2. Aviation Department Testing	9
3. Random Testing	9
4. Treatment Program Test	9
5. Government Required Testing	10
Part VIII - Policy Enforcement	10
A. Criminal Offenses	10
B. Discipline	10
C. Return to Work Agreements	12

D.	Confidentiality	12
E.	Contractors and Their Employees and All Other Visitors on Company Premises	12
Part IX -	Miscellaneous	13

Introduction

It is the Company's belief that the misuse of drugs, alcohol, or any substance having a physiological, psychological or biochemical effect impairs employee health, employee performance and creates unsafe working conditions. The Company is committed to maintaining a productive, safe and healthy work environment free of Unauthorized Substances and Unauthorized Alcohol use.

In order to achieve this objective, the Company has adopted this Drug and Alcohol Policy ("Policy").

Additionally, the Company has in effect, and enforces, drug and alcohol policies as required by the U.S. Department of Transportation (D.O.T.) and U.S. Coast Guard for positions regulated by the D.O.T./Coast Guard. D.O.T./Coast Guard policies supplement this Policy for covered employees.

For drug and alcohol testing that is conducted at Minnesota sites or for employees working in Minnesota, pursuant to federal laws and regulations, the Drug and Alcohol Policy Employee Guide is modified as set forth herein. All provisions of the Drug and Alcohol Employee Guide are in effect, unless and except as modified herein.

Part I - Drug Policy

The manufacture, use, possession, distribution, dispensation, purchase, or sale of Unauthorized Substances by Company employees while on Company Premises or while engaged in Company business is prohibited.

An employee reporting for work or working with Unauthorized Substances in their body or who has a positive drug screen is in violation of this Policy. This also includes, but is not limited to, the operation of a Company owned or leased vehicle.

Part II - Alcohol Policy

The consumption or possession of Alcohol in unsealed or opened containers on Company Premises is prohibited, except in limited circumstances where specifically authorized by the President, the applicable Organizational Vice President or a manager or supervisor designated by either such officer, hereinafter individually referred to as "Designated Management" (for example, alcohol is generally permitted in restaurants operated on Company Premises, in special dining rooms, on Company aircraft, in specific areas designated for recreational and social use, and in lodging furnished or paid for by the Company, etc.).

Any employee reporting for work or working with a Prohibited Blood Alcohol Content is in violation of the Policy. This also includes, but it not limited to, being present on Company premises with a Prohibited Blood Alcohol Content. This also includes, but is

not limited to, the operation of a Company owned or leased vehicle, on or off Company premises.

In its discretion, Designated Management may prohibit the possession of all Alcohol on Company premises at designated locations.

Part III - Policy Application

All domestic locations will implement the Company's Policy and adopt or maintain any additional administrative procedures or work rules which are necessary to administer the Policy at any particular location. Any such administrative procedures or work rules must be reviewed by the Marathon Petroleum Company LP Vice President, Human Resources, who will coordinate the approval of the Law Organization and Health Services. All Company employees and employees of subcontractors are required to comply with the Policy. In addition, contractors will be required to certify in writing that their employees and/or subcontractors are subject to Laboratory Testing provisions which are substantially equal to the Company Policy in all respects. Any exceptions to the Policy, other than those identified for "Management" under the Policy, must be approved by the President or his designee.

Additionally, all employees determined by the Company to be covered by the Department of Transportation and/or the Coast Guard Drug and Alcohol Testing Regulations will be subject to provisions outlined in the D.O.T./Coast Guard Anti-Drug Plan Manuals and Alcohol Misuse Prevention Plans. These plans include provisions necessary to comply with D.O.T. Regulations 49 CFR Parts 40, 199, 382, 46 CFR Parts 16 and 95 and 33 CFR Part 95. Copies of the pertinent Marathon Petroleum Company LP D.O.T. Policy Manuals and Employee Guides are available through Human Resources. Subcontractors covered by Department of Transportation/U.S. Coast Guard Drug Testing Regulations must demonstrate participation in a bona fide drug and alcohol testing program.

A. Current Procedures

Certain components have established work rules or programs concerning drug and alcohol use. These rules need not be modified with the adoption of this Policy provided they are consistent with the provisions of the Policy and approved by the Vice President, Human Resources, in conjunction with Law and Health Services.

B. Unionized Facilities

In locations where workers are represented by unions, it may be necessary to discuss the Policy with the Union prior to implementation. Assistance from the Vice President, Human Resources, and Law should be obtained to determine whether and to what extent collective bargaining is required.

Part IV - Definitions

A. Company

“Company” shall mean Marathon Petroleum Company LP, Marathon Petroleum Logistics Services and any subsidiary or affiliated organization which expressly adopts this Policy.

B. Unauthorized Substances

“Unauthorized Substances” shall mean any substance, other than an Authorized Substance, which is, or has the effect on the human body of being, a narcotic, depressant, stimulant, hallucinogen or cannabinoid, their precursors, derivatives, or analogues, and includes, but is not limited to, those substances scheduled as controlled substances pursuant to the Federal Controlled Substances Act, inhalants, “designer drugs,” “look-a-likes,” and any other illegal drugs under either state or federal law. Note: the terms “drug(s)” and “Unauthorized Substances” are used interchangeably throughout this Policy.

C. Authorized Substances

“Authorized Substances” means a substance having a physiological, psychological or biochemical effect which are lawfully prescribed to an employee or which are available without a prescription, which are lawfully obtained by an employee and which the employee possesses and uses in the appropriate manner, in the dosages and for the purposes for which the substances were prescribed or manufactured, so long as they are not Unauthorized Substances as defined above. . In the case of alcohol, such is excluded from this definition to the extent its possession or consumption places an employee in violation of the “Alcohol Policy.”

D. Company Premises

“Company Premises” includes, but is not limited to, Company owned, rented, used or leased property, including lodging furnished or paid for by the Company; Company worksite locations, offices, and/or parking lots; or Company owned, leased or rented vehicles, aircraft, vessels or equipment.

E. Alcohol

“Alcohol” includes, but is not limited to, distilled spirits, liquor, beer, wine, malt liquor or any other intoxicants used for beverage purposes.

F. Under the Influence of Alcohol

“Under the Influence” shall mean that an individual is affected by Alcohol in any detectable manner. Evidence of being under the influence may be established by a professional or lay person’s opinion, a physiological test/analysis, or a biochemical test/analysis. An “Under the Influence” determination is not limited to nor must it consist of evidence of impairment of physical or mental ability or misconduct. An employee whose blood alcohol content is found to be equivalent to or greater than the governmentally recognized level for being under the influence shall be presumed to be Under the Influence of Alcohol.

G. Prohibited Blood Alcohol Content

“Prohibited Blood Alcohol Content” means an employee whose blood alcohol level content is determined during work hours to be equivalent to or greater than .04 percent Blood Alcohol Content. Any employee with a Prohibited Blood Alcohol Content will be in violation of this Policy.

H. Contraband

“Contraband” for purposes of this Policy shall mean drug paraphernalia.

I. Laboratory Testing

“Laboratory Testing” includes, but is not limited to, a physiological test/analysis, or a biochemical test/analysis, including urinalysis, breath, blood and/or hair analysis.

J. Personal Search

“Personal Search” includes a search of employees’ personal property located on Company Premises, including, but not limited to, their personal effects, lockers, baggage, desks, lunch boxes, containers, purses, billfolds, parcels; private vehicles if on Company Premises and living quarters, if furnished or paid for by the Company; any Company property assigned to employees; and a limited search of the person.

K. Return to Work Agreement

“Return to Work Agreement” means an agreement which specifies the conditions with which an employee must comply in order to return to and maintain employment.

L. Safety-Sensitive Position

“Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person. This includes a position which

requires that the employee perform the duties which are related to the safe operation or security of a facility or a piece of equipment and which, if not performed properly, could result in a serious safety risk or environmental hazard to employees, or the general public. All employees who have the direct responsibility of supervising employees who perform such duties are considered as occupying a safety-sensitive position. Each major operating unit shall establish and maintain a current list of Safety-Sensitive Positions.

M. Substance Abuse

“Substance Abuse” means unauthorized drug use and alcohol or other legally controlled substance use in violation of the Policy.

N. Confirmatory Test

“Confirmatory Test” means a second drug or alcohol test that uses a method of analysis that is reliable for providing specific data as to the drugs, alcohol, or their metabolites detected in an initial screening testing test and that meets with the requirements of applicable state law and/or regulations. All initial screening tests for drug and alcohol undergo confirmatory testing.

O. Initial Screening Test

“Initial Screening Test” a drug or alcohol test that uses a method of analysis that is capable of providing data as to general classes of drugs, alcohol, or their metabolites and that meets the requirements of applicable state law and/or regulations.

P. Reasonable Suspicion

“Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Q. Retest

“Retest” means a drug or alcohol test requested by a job applicant or employee after receipt of a positive drug or alcohol test result, as confirmed by both an initial screening test and confirmatory test result, in violation of Policy. For purposes of this Policy, a retest will consist of testing the previously untested split-sample of blood, hair, or urine provided with the sample that resulted in the positive test, unless there is an insufficient amount of sample remaining for a retest, in which case a second collection will be made within 10 days of the original collection. For breath alcohol tests, the retest will consist of a test of a blood sample provided following a positive breath alcohol test result.

Part V - Policy Administration

The Vice President, Human Resources, has overall responsibility for Policy Administration, in consultation with Law and Health Services.

A. Employee Education

Employee education sessions are to be conducted on a periodic basis. These education sessions will be coordinated by local Human Resources with assistance from the Office of the Vice President, Human Resources. All employees should be made aware of the problems associated with drug and alcohol use, rehabilitation services that are available, and the requirements of this Policy.

Additionally, supervisors will be trained to recognize the signs and symptoms of drug and alcohol use and the procedures to follow in the enforcement of this Policy.

B. Employee Notification

Employees will be notified by the Company of the conduct expected of them pursuant to the Policy as well as the provisions for the enforcement of the Policy. Upon adoption of a new drug and alcohol policy or substantive modification of this Policy, a notice to employees will be posted in an appropriate and conspicuous location on the Company's premises and copies will be made available on the Company's intranet portal with all other employment policies. Copies of this Policy will also be made available in the human resources office upon request.

All employees will be reminded of the Policy during subsequent education sessions. New employees will be notified of the provisions of the Policy during their orientation sessions.

C. Medication/Substance Reporting

It is an employee's responsibility to notify Health Services or their refinery nurse in writing when they are taking any prescription or nonprescription medicine or substance which may impair their judgment or performance or otherwise adversely affect the normal functions of their mental faculties or physical abilities.

D. Rehabilitation

Employees are encouraged to volunteer for rehabilitation assistance before their problem leads to a situation which could jeopardize their employment. Employees who volunteer for such rehabilitation either through referral from the Employee Assistance Program or through other means, before they have

performance problems or before the Company is aware of a violation of the Policy will not be subject to discipline solely on the basis of their voluntary request for rehabilitation.

In addition, employees who receive a positive drug or alcohol test result in violation of this Policy will have one opportunity to attend a rehabilitation program, during which discipline will be held in abeyance in accordance with Part VII, Section B. Any employee who enters into a rehabilitation program following a positive drug or alcohol test will be required to provide documentation of successful completion of the rehabilitation program.

Rehabilitation referral assistance is available through the Marathon Petroleum Company LP Employee Assistance Program, Human Resources, or Health Services to any employee who feels the need for assistance in dealing with a drug or alcohol problem.

Note: Employees who participate in rehabilitation must notify the Company prior to the commencement of rehabilitation. Any employee diagnosed to have a substance abuse problem or referred to rehabilitation by a counselor, doctor, etc., has an obligation to notify Health Services of this.

Employees returning to work following participation in rehabilitation will be required to sign a Return to Work Agreement as detailed under Policy Enforcement - Return to Work Agreements VIII C (page 8).

Part VI - Searches

In enforcing the Policy, searches of employees and their property on Company Premises and work area searches are authorized in accordance with the Policy.

An employee who refuses, when requested, to cooperate with a search or to sign an appropriate consent form shall be deemed to be in violation of the Policy.

A. Personal Searches

Without limitation, the Company reserves the right to conduct unannounced Personal Searches.

Entry upon the Company's Premises by employees, visitors or contractors will be deemed to constitute consent by such persons to Personal Searches pursuant to this Policy.

B. Periodic Work Area Searches

Searches of work areas and other Company premises may be conducted without limitation and whenever Designated Management determines such searches are

necessary or desirable. When practical, the Vice President, Human Resources, will be contacted prior to a search. Searches (including use of specially trained dogs) will be performed only by individuals authorized by Designated Management.

If as a result of a periodic work area search, Unauthorized Substances, Alcohol or Contraband are discovered in a common area and its ownership or control cannot be determined, employees reasonably considered to have access to such area may be required to submit to a Personal Search.

Part VII - Laboratory Testing

Laboratory Testing (including, but not limited to drug screens, alcohol tests, etc.) may be used to detect or confirm violations of the Company's Policy.

Tests to be performed and the facilities performing the tests shall be approved by the Vice President, Human Resources, or his/her designee in Health Services. All laboratories used for Laboratory Testing for Unauthorized Substances and alcohol must be certified in accordance with Minnesota law. Laboratories will be required to retain all positive samples for six (6) months.

Company representatives authorized by Management will coordinate sample collection and submission procedures. Health Services will receive results of all Laboratory Tests and coordinate communications as appropriate.

A. Drug & Alcohol Testing Process

All drug and alcohol tests undergo a two-step process: an initial screening test and, if positive, a confirmatory test. An employee or job applicant will be notified in writing of the result of any drug or alcohol test result within three (3) working days of receipt of the result from the testing laboratory. This written notice will also include a description of the individual's right to explain any positive test result to a medical review officer and the individual's right to request a retest of the sample at the individual's expense. Additionally, employees will be notified of their right to have access to information in their personnel file relating to the positive result and other information acquired in the testing process.

In addition, if the initial screening test and confirmatory test are both positive, an employee or job applicant may opt for a retest of the sample given at the employee's or job applicant's own expense. For all employees or job applicants who receive a positive breath screening test result for alcohol, the employee or job applicant will be required to provide a blood sample for the confirmatory test and any possible retest that may be requested.

A request to retest a sample must be submitted to and received by the Company in writing within five (5) working days after the employee or job applicant received

notice of the positive confirmatory test result. The retest must be performed by the laboratory used by the Company or another certified laboratory. Within three (3) working days after receiving notice that the employee or job applicant wishes to have a retest conducted on the sample, the Company will notify the original testing laboratory of the request for a retest or arrange for transfer of the sample to the laboratory selected by the individual to perform the retest, provided that the laboratory selected must be licensed in accordance with Minnesota Law.

B. Authorized Laboratory Testing

Laboratory Testing is authorized under the following circumstances:

1. Pre-employment Testing

All applicants for employment will be required to submit to Laboratory Testing following their acceptance of a contingent job offer and prior to beginning work (drug screens only). (This includes safety-sensitive initial hires from subsidiary companies, if such companies did not conduct pre-employment testing.)

2. Reasonable Suspicion Testing

Reasonable suspicion testing will be undertaken when local Management, in consultation with local Human Resources, or the Vice President, Human Resources has reason to believe the employee is in violation of the Policy. For example, Laboratory Testing may be conducted if an employee's performance, involvement in an accident, actions or appearance leads local Management to believe there may be a violation of the Policy. The foregoing examples are not meant to be exclusive; other circumstances may arise which would constitute reasonable suspicion to request Laboratory Testing.

3. Random Testing

All employees performing work in Safety-Sensitive Positions (as defined by Designated Management in consultation with the Vice President, Human Resources and Law) at all Company locations are subject to random testing, with the exception of employees who are covered by a D.O.T. random testing program.

Random Testing will be conducted at an annualized rate of 25% (this rate may be adjusted in the future).

4. Treatment Program Testing

Employees who return to work following rehabilitation, will be subject to Laboratory Testing as determined by Health Services, and as outlined in a

Return to Work Agreement for a period of up to two (2) years after the date of successful completion of such rehabilitation program.

5. Government Required Testing

Laboratory Testing will be conducted as required by the U.S. Department of Transportation or by other federal, state or local governmental agencies. Additionally, laboratory testing may be conducted as required by other companies or entities for access to, and/or to perform work at their facilities.

Part VIII - Policy Enforcement

Supervisors and management personnel must be alert to detect employee violations of the Policy.

The physical appearance of the employee, an employee's attendance record (this may not be the sole factor leading to testing, but may be considered a factor if there are other indicia giving rise to suspicion), unexplainable accidents, observed inability to perform work in a safe and productive manner, or Unauthorized Substances, Alcohol, or Contraband found in the workplace are examples of circumstances which may support a reasonable suspicion of a violation of the Policy. The Company expects supervisors and management personnel to enforce the Policy in all cases where a reasonable belief exists that a violation of the Policy may have occurred or is occurring.

It is also the responsibility of each employee to assure his or her own safety by enforcing compliance with this Policy with respect to his or her own conduct, as well as to encourage the appropriate conduct of all other employees.

A. Criminal Offenses

An employee charged with, convicted or under investigation in connection with a drug-related or alcohol-related criminal offense must report this information to his supervisor or local Human Resources immediately, and may be required to submit to an evaluation/rehabilitation as described under VIII B and C. If the employee fails to follow all recommendations arising out of the evaluation, including Unauthorized Drug or Alcohol use, the employee will be discharged. In rare cases, an employee charged with, convicted or under investigation of a drug related or alcohol related criminal offense may be subject to discipline up to and including discharge for the first offense.

The Company will notify the appropriate federal agency, within ten days, of any employee convicted of violating a criminal drug statute if the violation occurred in the workplace.

B. Discipline

Disciplinary measures will be taken against employees who violate the Policy.

Nothing contained in this Policy shall be construed as creating or constituting a contract with the employee (whether expressed or implied); nor shall it limit the Company's right to administer other disciplinary measures not specifically referenced herein.

Employees possessing, distributing, selling, purchasing, or using Unauthorized Substances or Unauthorized Alcohol on Company Premises or while engaged in Company business are in violation of the Policy and will be discharged. Employees who test positive for unauthorized drugs will be discharged. Employees who are determined to be "Under the Influence" of Alcohol or who have a Prohibited Blood Alcohol Content while working will be discharged. Such discharge will be held in abeyance if the positive test is the employee's first positive test, and pending the employee's election to participate in, and successful completion of, a rehabilitation program, as described below.

If a positive test for Unauthorized Substances and/or Prohibited Blood Alcohol Content is an employee's first violation of this Policy, the employee will have one opportunity to elect to attend a rehabilitation program in accordance with Part V, Section D of this Policy. If the employee successfully completes such rehabilitation program, no discipline for the first violation of this Policy will be imposed. If the employee chooses not to attend an employee-initiated rehabilitation program, fails to complete an employee-initiated rehabilitation program, or has a second violation of this Policy after successful completion of an employee-initiated rehabilitation program, the employee will be discharged. Any rehabilitation program will be at the employee's expense.

Even if a positive test result is the employee's first positive test result, the Company reserves the right to temporarily suspend the employee with or without pay pending the outcome of any confirmatory testing and retesting, if applicable, if the Company believes that such action is reasonably necessary to protect the health or safety of the employee, coworkers, Company assets, or the public. An employee who has been suspended without pay will be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.

Employees who refuse to sign a consent form, or refuse to consent to a search, and/or refuse to test, will be discharged. Employees involved in conduct or actions that are considered an effort to undermine the integrity of the testing program will be discharged without the opportunity to complete a rehabilitation program. This includes, but is not limited to, sample adulteration, failure to provide adequate specimen or breath, having hair removed/cut or otherwise altered after being notified of obligation to be tested (but before submitting to sample collection), giving inadequate or misleading required information,

falsification of documents, late arrival at a testing facility or other similar types of activities.

C. Return to Work Agreements

Return to Work Agreements provide a substantial incentive for employees to remain drug and alcohol free. Therefore, before an employee who participates in any rehabilitation program shall be permitted to return to work, acceptable documentation of that employee's successful participation in such program, in addition to evidence demonstrating that the employee is not in violation of the Policy, must be received by Health Services. In addition, before returning to work, the employee must agree in writing to:

1. Remain free of Unauthorized Drugs at all times and maintain a Blood Alcohol Content below detectable threshold levels during all working hours and while on Company Premises.
2. Consent to unannounced drug and/or alcohol screening tests to be instituted whenever and as often as the Company deems necessary to verify and monitor compliance for a period of up to two (2) years after successful completion of a rehabilitation program. Maintain scalp hair length of at least 1 1/2" at all times, unless medically impossible.
3. Follow the recommendations and instructions of the rehabilitation counselor.
4. Sign necessary consent and release forms authorizing the rehabilitation counselor to advise the Company of all pertinent information.
5. Comply with any other terms outlined by the Company. Failure to comply with any of these terms will result in discharge.

D. Confidentiality

The results of all Laboratory Testing, as well as records associated with the Company's Employee Assistance Program, are medical records and must be kept strictly confidential, unless release is authorized by state and federal laws and regulations. Unauthorized release of such information shall subject the employee who releases such information to disciplinary action, up to and including discharge.

E. Contractors and Their Employees and All Other Visitors on Company Premises

Contractors will be informed of the Company's Policy and its application to them. Any person performing services for the Company will be subject to and must

comply with the Policy. Any person found in violation of the Policy will not be permitted to perform services for the Company nor be permitted access to Company Premises. In addition, contractors will be required to certify in writing that their employees and/or subcontractors are subject to Laboratory Testing provisions which are substantially equal to the Company Policy in all respects.

Any time Policy procedures are undertaken which involve a contractor's employees, the contractor shall be informed and requested to participate.

In addition, the Company prohibits any person, including visitors, from using, possessing, distributing, purchasing or selling Unauthorized Substances or Alcohol (except with appropriate approval) while on Company Premises. Moreover, the Company prohibits any person, including employees, contractors, and visitors, from being on Company Premises with prohibited levels of alcohol or Unauthorized Substances in their system.

Any contractor employee or visitor in violation of the Policy will be refused entry onto or prudently removed from the Company Premises and other actions, including notification of appropriate law enforcement agencies, may be taken.

Part IX - Miscellaneous

Nothing in this Policy is to be interpreted as constituting a waiver or limitation of any kind of the Company's prerogative to take disciplinary measures at any time with respect to an employee, up to and including termination. In addition, this Policy shall not constitute a contract or create any rights or expectations in any current or prospective employee or any third party.

The Company reserves the right to interpret, change, amend, modify or terminate this Policy at any time, with or without notice.