

Employee Giving, Volunteer Incentive & Matching Gifts for Higher Education Programs

Frequently Asked Questions

ONLINE EMPLOYEE GIVING & VOLUNTEER PORTAL

Q1. What is the online Employee Giving and Volunteer Portal (the “Portal”)?

A1. The Employee Giving and Volunteer Portal will serve as MPC’s one-stop shop for giving and volunteering. It is accessible from an MPC computer 24/7, making it easy for MPC employees to make contributions, track their giving and request matching funds to support the communities where we live and work.

Q2. What am I able to do in the Portal?

A2. Employees can take advantage of MPC’s Employee Giving, Matching Gifts for Higher Education, and the Volunteer Incentive Program (VIP) all in one place. Payment options for giving include payroll deduction, credit card, or offline (qualifying donations made directly to a charitable organization and recorded in the Portal with the appropriate documentation). Payment processing enhancements have also been made to help get funds to your charity faster than before.

Q3. Why did MPC switch to this new Employee Giving and Volunteer Portal?

A3. Previously, MPC facilitated its giving and volunteer programs out of separate platforms. This new consolidated portal is a one-stop-shop for giving and volunteering and allows us to streamline processing, increase visibility to data and enhance the employee giving experience.

Q4. Who is eligible to access the Portal and take advantage of MPC’s Employee Giving, Matching Gifts for Higher Education and the Volunteer Incentive Program (VIP)?

A4. Eligibility for these programs has been standardized and is open to active, full-time, part-time, and casual MPC employees.

Q5. I am a retiree am I able to submit a request?

A5. Retirees are not eligible to participate in the Employee Giving Programs.

Q6. Who administers the online Employee Giving and Volunteer portal?

A6. YourCause, located at 6111 West Plano Parkway, Suite 1000YC, Plano, TX, 75093, administers the Employee Giving & Volunteer Portal for MPC employees. All questions about the program should be directed to Community Investment Specialist Ashley Goecke at 419-421-3832 or via email at AJGoecke@marathonpetroleum.com.

EMPLOYEE GIVING PROGRAM

Q7. What is an Employee Giving Program and how does it differ from the traditional United Way Campaign?

A7. Employee giving programs can take many different forms, but they are typically internal programs that offer employees the opportunity to make a charitable contribution through a company-sponsored promotion or platform.

The United Way Campaign is a type of employee giving campaign. With a traditional United Way Campaign, which Legacy MPC has historically hosted for its employees, donations are typically restricted to local United Ways or a handful of United Way-approved agencies.

Under the broader Employee Giving focus, employees can make donations to any 501(c)(3) nonprofit organization (excluding religious operations and political organizations).

Q8. Will I still be able to donate to my local United Way?

A8. Yes. United Way does an excellent job supporting the surrounding community and is an admirable steward of the charitable donations they receive. You can choose to direct your donations to the United Way or directly to a United Way agency.

Q9. Can I designate how I would like the United Way to use my donation?

A9. Yes, you can use the designation field on the portal to make notes on how you would like your donation designated. Employees may also elect to give directly to a United Way partner agency and their donation along with any qualified company matching funds will go to the eligible charitable organization the employee selected. Giving directly to the partner agency allows eligible match dollars to follow that donation, instead of going through the United Way, allowing your gift to reach the organization of your choice faster and inclusive of Company matching dollars.

Q10. My location is hosting a United Way focused campaign, but I've heard other locations have a different program. Is the approach different across locations?

A10. As in previous years, we'll rely on the experience of local leadership and campaign leads to determine the appropriate approach and timing for the employee giving campaign plans in your geographic area. You may hear some locations are electing to continue with the traditional United Way focused campaign (with select partner agency options included), while others are opting to generalize and open their giving campaign to other 501(c)(3) organizations.

Organizational leaders will be given the flexibility to choose between these two campaign formats. This will allow them to implement the most effective type of campaign for their location. This is important, especially for locations that don't have local United Way programs or that have fostered direct partnerships with a large number of other non-profits.

Q11. Can I participate in the Employee Giving Program via paper form?

A11. All full-time, part-time and casual MPC employees have access to the new consolidated Employee Giving and Volunteer Portal and are required to submit requests using this online platform. Pledges will no longer be accepted via paper form.

Q12. How do I enter a pledge in the Portal for the Employee Giving Program? What payment options are available?

A12. To make your pledge, log in to the Employee Giving and Volunteer Portal and click on "Give" banner. Select the charitable organization you wish to donate to by using the Portal search function.

You can elect to pay via one-time or recurring payroll deductions and/or via credit card. You can also elect to record an offline donation (qualifying donations made directly to a charitable organization and recorded in the Portal).

Q13. Will MPC match the donations made during my local giving campaign pledge period?

A13. Yes. MPC will match employees' donations for the current calendar year. MPC reserves the right to alter the company match amount without notice based on business environment.

Note: The above-referenced program match is separate and in addition to the Matching Gifts for Higher Education program.

Q14. Is there a limit to how much MPC will match on my donations?

A14. Yes. There is a \$10,000 cap per employee per calendar year for matching donations.

Note: The above-referenced program match is separate and in addition to the Matching Gifts for Higher Education program.

Q15. If I elect to donate via recurring payroll deductions, when will the deductions begin and how long will they last?

A15. The payroll deduction pledges made will begin within 2-3 pay periods; Recurring deductions will continue until you adjust or cancel the deduction through the Employee Giving Portal

Q16. Will I be able to stop, change or cancel my new recurring payroll deduction pledge(s) in the Portal?

A16. Yes, new donations, as well as change and cancellation requests for recurring payroll deductions, can be initiated directly in the Portal.

Q17. I currently have a payroll deduction that was set up in the previous calendar year, will this deduction continue in the new calendar year?

A17. Yes. All reoccurring payroll deductions are evergreen and will continue year to year unless the employees logs into the Employee Giving Portal to facilitate any modifications.

Q18. Is the match during for Employee Giving separate from Matching Gifts for Higher Education Program?

A18. Yes. While both match categories will be facilitated through the new Portal, the local employee giving pledge campaigns will be administered and promoted separately from the Matching Gifts for Higher Education program.

The Matching Gifts for Higher Education Program offers a dollar-for-dollar match of qualified donations to two- and four-year colleges and universities up to \$10,000 annually. The Matching Gifts for Higher Education Program can be accessed on the Portal and is available for you to access year-round. (See below for more information on enhancements being made to this program.)

Q19. Can I use the online Portal to initiate donations to groups that do not comply with MPC's Charitable Contributions Policy or Matching Gifts for Higher Education Program, like my church?

A19. Employees may **not** use the online employee giving and volunteerism tool to make offline or personal credit card donations and/or payroll deductions to church operations or political organizations.

Q20. Is my church eligible to receive my donation and matching gift?

A20. Religious organizations are eligible if they operate a secular activity (i.e., the organization operates a food pantry that the funds would be directed towards). We are unable to provide donations or matching funds to general operations of religious organizations.

Q21. What are appropriate documents for eligible offline donations?

A21. Employees must provide an official receipt from the organization, confirmation email or thank you letter from the organization. Receipt must contain the following: Donor Name (Marathon employee or employee and spouse, partner, or significant other), Donation Amount, Donation Date, Organization Name. The following items are not appropriate documents: Front and back of endorsed check, bank/credit card statement, Stock transfer certificate or year-end statements.

MATCHING GIFTS FOR HIGHER EDUCATION

Q22. What is the Matching Gifts for Higher Education Program?

A22. Matching Gifts for Higher Education provides a Company match of up to \$10,000 for qualified gifts to two- and four-year accredited colleges and universities. This is separate and in addition to the Employee Giving Program match.

Donations can now be initiated thru the online Portal; payroll deductions, credit card payment and offline payment options are available.

Q23. Which organizations qualify for Matching Gifts for Higher Education?

A23. Qualified donations to two- and four-year accredited colleges and universities are eligible for a Company match of up to \$10,000. This is separate and in addition to employee giving program matching funds. Please see the Matching Gift Program Guidelines for a detailed explanation of eligible and ineligible institutions.

Q24. How do I submit a Matching Gifts for Higher Education request? What are my payment options?

A24. To make your gift or record an offline gift, log in to the Employee Giving and Volunteer Portal and click on the "Give" tab from the top line navigation or on the Matching Gifts for Higher Education banner. Select the higher educational institution you wish to donate to by using the Portal search function.

You can elect to make your gift via payroll deduction, credit card, or record a donation made "offline" directly to the educational institution and request a company match for eligible gifts.

Q25. Are paper forms still available?

A25. Paper forms will no longer be available for the Matching Gifts for Higher Education Program. All full-time, part-time, and casual MPC employees have access to the new consolidated Employee Giving and Volunteer Portal and are required to submit requests using this platform.

Q26. Will a gift made from a qualified joint account be accepted?

A26. Donations made from qualified joint accounts (e.g., checking, brokerage, credit card, etc.) will be matched if the employee qualifies under the program guidelines and is listed as a joint-owner on the account from which the donation is made.

Q27. What are the requirements for recording an "offline" donation made directly to a charity?

A27. For "offline" donations made directly to the educational institution in the form of cash, check, stocks/bonds/securities and credit card donations, employees will be required to submit documentation from the charity as proof of their donations to receive the match.

Q28. Do separate donations made to the same institution need to be submitted separately when requesting a matching gift?

A28. Yes. This provides for consistent recordkeeping and complies with the Company's auditing standards. By requiring a form for every gift made, Community Relations can ensure that every qualifying gift is matched appropriately. Each gift is considered a separate transaction and therefore must have appropriate documentation.

Q29. How often are requests for a matching gift processed?

A29. All "offline" donations (i.e., cash, checks, credit cards, stocks/bonds/securities) that qualify for a matching gift, as well as credit card donations and payroll deductions made "online" via the new Employee Giving and Volunteer Portal, will be processed monthly.

Donations made via payroll deduction, whether one-time or recurring, will be withheld accordingly (i.e., one-time or every pay period) and qualified matching funds, will be processed one month in arrears and disbursed monthly.

Q30. What are appropriate documents for eligible offline donations?

A30. Employees must submit an official receipt from the organization, confirmation email or thank you letter from the organization. Receipt must contain the following: Donor Name (Marathon employee or employee and spouse, partner, or significant other), Donation Amount, Donation Date, Organization Name. The following items are not appropriate documents: Front and back of endorsed check, bank/credit card statement, Stock transfer certificate or year-end statements.

VOLUNTEER INCENTIVE PROGRAM (VIP)

Q31. What is the Volunteer Incentive Program?

A31. The Volunteer Incentive Program (VIP) awards eligible individual employees a \$500 reward to the charity of their choice for a minimum of 24 hours of qualified volunteer hours. When the minimum number of volunteer hours have been recorded, a virtual \$500 CauseCard will be issued to the employee in the Portal and can be redeemed to the eligible charity of their choice.

Q32. What types of organizations can I select to receive my VIP Award?

A32. VIP awards are limited to eligible 501(c)(3) organizations and accredited schools/colleges/universities but cannot be paid to religious operations or political organizations.

Q33. How can I meet the 24-hour volunteer requirement?

A33. An employee can perform 24 hours of volunteer service independently; additionally, hours may now be pooled from multiple events for an individual award.

Eligible employees can also apply for a \$500 grant on behalf of a qualified group volunteer event they participated in with immediate family members (including a spouse, partner, or significant other and/or children) or other co-workers. For the combined award, a minimum of 24 collective volunteer hours is required. Once achieved, the group award will be paid as a grant to the charity where the group volunteer event took place.

Q34. Do my volunteer hours need to be completed with one organization? Can I pool my volunteer hours to qualify for a VIP award?

A34. Qualifying individual hours can be pooled to meet the minimum threshold of 24 volunteer hours required to earn an individual VIP award. You can record your volunteer time in increments in the Portal, and after Community Relations' monthly review of employees who have reached the 24-hour minimum, you should receive notification that your service was eligible and that your CauseCard is ready for redemption.

Q35. I previously had the ability to apply for a secondary VIP award on behalf of hours earned by or combined with a spouse, partner, or significant other (or employee group for legacy Andeavor), do I still have that benefit?

A35. Yes. Volunteer hours on behalf of a qualified group volunteer event that an employee participated in are eligible, if the minimum of 24 collective volunteer hours is satisfied. The criteria has been expanded for eligible group participants to include all immediate family members in addition to co-workers, which means volunteer hours for a spouse, partner, or significant other can be combined with volunteer hours for an employee to apply toward the additional \$500 grant.

Q36. Will MPC verify that the hours I submitted are correct?

A36. The 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 donation is at any time found to have been generated by falsely reported volunteer hours, Community Relations will expect a return of the funds and employees may be subject to disciplinary action, per the terms of agreement in the Portal.