

Weapons Policy Addendum for Louisiana

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

1. The employee or contractor must complete and have on file with Marathon's Security or Human Resources department a current Firearm Approval Form. It is the employee or contractor's responsibility to request the form and ensure it does not expire.
2. The employee or contractor must attest on the Firearm Approval Form that he or she is in lawful possession of the firearm to be stored in his or her vehicle at the time the Firearm Approval Form is submitted. Any false statements made by the employee or contractor on the Firearm Approval Form will subject the offending employee or contractor to immediate discharge or permanent removal from Marathon property.
3. At all times, the firearm must be kept in a locked case or locked container within the vehicle and hidden from plain view. In addition, the vehicle in which the firearm is stored must also be locked.
4. Where an alternative parking area has been designated for persons storing firearms in their vehicles, employees or contractors storing a firearm in their vehicles must park only in that area. In these locations, employees storing a firearm in their vehicles under this addendum will be issued a color distinct parking pass that must be displayed at all times while on Company premises.
5. Where alternate parking is not available, the Company will provide for temporary storage of unloaded firearms.
6. The employee or contractor must not return to his or her vehicle at any time during the day, other than to exit the premises for the day/shift.

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

Under no circumstances may any employee or contractor store a firearm 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 applies to lawfully possessed firearms 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.

Addendum to Marathon Petroleum Company's Weapons Policy for Louisiana

In order to comply with Louisiana state law, I hereby approve the attached addendum to Marathon's Weapons Policy. Such addendum shall be effective on September 1, 2011.

Approved:  Date: 11/4/11

FIREARM APPROVAL FORM

Must have a separate Form for each vehicle and each firearm

Name (Please Print): _____ Date: _____

Permit Number (if applicable): _____ Permit Exp. Date: _____

Vehicle Make/Model: _____ Color: _____

License Plate No.: _____ State: _____

Description of Firearm—include firearm type (handgun, shotgun, rifle, assault rifle, etc),
make, model and caliber:

In Louisiana only, any person who lawfully possesses a firearm may keep that firearm in their privately owned vehicle only after obtaining written approval using this form. By signing this form, the employee or contractor agrees to abide by the following requirements:

1. The employee or contractor must complete and have on file with Marathon’s Security or Human Resources department a current Firearm Approval Form. It is the employee or contractor’s responsibility to request the form and ensure it does not expire.
2. The employee or contractor 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 must be kept in a locked case or locked container within the vehicle and hidden from plain view. In addition, the vehicle in which the firearm is stored must also be locked.
4. Where an alternate parking area has been designated for persons storing firearms in their vehicles, employees or contractors storing a firearm in their vehicles must park only in that area.

5. Where alternate parking is not available, the Company will provide for temporary storage of unloaded firearms.
6. The employee or contractor must not return to his or her vehicle at any time during the day/shift, other than to exit the premises after his or her day/shift is complete, when a firearm is stored in the vehicle.

This Firearm Approval Form shall be valid for 1 year or, if applicable, the term of the firearm license or permit 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 a Company employee to discipline, up to and including discharge. Violations by non-company employees will result in removal from Company property indefinitely.

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

Signature	Date:	ID Badge No.
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Approver's Signature	Date:	ID Badge No.
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