

## **Weapons Policy Addendum for Oklahoma**

Per Marathon Petroleum Company's Weapons Policy, the use, possession, transportation or concealment of any weapon is strictly prohibited on Company premises. However, for Oklahoma sites only, individuals except convicted felons who lawfully possess a firearm or ammunition may transport or 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 individual 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 individual's responsibility to request the form and to ensure that it does not expire.
2. The individual must attest on the Firearm Approval Form that he or she is not a convicted felon and that he or she 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 individual on the Firearm Approval Form will subject the offending individual to discipline up to and including discharge or, for contractors, indefinite removal from the premises.
3. At all times, the firearm or ammunition must be locked in or to the individual's private motor vehicle.
4. When a firearm is stored in an individual's vehicle, the individual 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 transporting or storing a firearm or ammunition in a privately owned vehicle on Company premises will result in disciplinary action up to and including discharge or, for contractors, indefinite removal from the premises.

Under no circumstances may any individual transport or 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 Oklahoma**

In order to comply with Oklahoma state law, I hereby approve the attached Addendum to Marathon's Weapons Policy. Such Addendum shall be effective as of September 1, 2017.

Approved:



\_\_\_\_\_  
David R. Sauber, Vice President  
Human Resources & Labor Relations



\_\_\_\_\_  
Date

**FIREARM APPROVAL FORM**

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In Oklahoma only, individuals except convicted felons, who lawfully possess a firearm or ammunition may transport or store such firearm or ammunition in his or her privately owned motor vehicle on Company premises after obtaining written approval using this form. By signing this form, the individual agrees to abide by the following requirements:

1. The individual 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 individual’s responsibility to request the form and to ensure that it does not expire.
2. The individual hereby attests that he or she is not a convicted felon, and to being in lawful possession of the firearm and/or ammunition to be stored in his or her privately owned motor vehicle at the time this Firearm Approval Form is submitted.
3. At all times, the firearm and ammunition must locked in or to the individual’s privately owned motor vehicle.
4. When a firearm is stored in an individual’s vehicle, the individual 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. It is the individual’s responsibility to renew their Firearm Approval Form.

Any violation of the Company’s Weapons Policy or procedures, or the requirements listed above, including a first offense, will subject an individual to discipline, up to and including discharge, or for contract workers, indefinite removal from the premises.

