

Marathon Petroleum

Deceased Employee and Family Member Tribute Policy

1. Tribute For Deaths of Active Employees

When an active employee dies, a tribute in the form of a floral arrangement or cash donation is given by the Company as an expression of its sympathy.

a. Floral Arrangement

A floral arrangement may be sent to the funeral of the deceased employee by the employee's organization unless the family specifically requests that none be given.

- **Cost**
The cost of the floral arrangement is borne by the Company. Local managers may use their discretion to determine what is reasonable and appropriate.
- **Size**
The arrangement should be large enough to be representative of the Company, and yet be in good taste.

OR

b. Cash Donation

A cash donation may be given in lieu of a floral arrangement, provided the family makes such a request and designates a worthwhile cause or reputable institution to which the donation may be given.

- **Amount**
The amount of cash donation should be comparable to what would have been spent for a floral arrangement, but not to exceed \$100.
- **Signature Card**
A card with the Company's name should be sent with the arrangement or cash donation. If the deceased was an employee of a subsidiary company, the card may contain the names of the Company and the subsidiary company.

2. Tribute for Deaths of an Immediate Family Member of an Active Employee

The Company has no formal policy regarding tributes addressing the death of an immediate family member of an active employee. It is up to the discretion of the employee's local management to make the proper arrangements, using the following guidelines as applicable:

- Generally, the immediate family member is considered the Spouse, Parent, Children, Brother or Sister; however, if local custom or other circumstances apply this may include appropriate in-laws.
- The tribute should be in the form of a floral arrangement, large enough to be representative of the Company, and in good taste. Local managers may use their discretion to determine what is reasonable and appropriate.
- In lieu of the floral arrangement, cash can be sent to a worthwhile cause or reputable organization designated by the family. It should be comparable to what would have been spent for a floral arrangement, but not to exceed \$100.

4. Responsibility

Local managers are responsible for handling tributes in their area of responsibility. Additionally, supervisors are to inform the Benefits Service Center, 1-888-429-2199 of the death of an active employee. Contact your local HR office for more information