

Marathon Petroleum Company LP

Alcohol & Drug Policy	Document No.: RDP-SEC-010-DT	Approval Date: 09/06/2017	Page 1 of 2
	Revision No.: 8	Next Revision Date: 09/06/2020	
	Document Custodian: Environmental, Safety and Security		

Purpose

Security protocol for suspected violation of the Human Resources' Drug and Alcohol policy.

Scope

This procedure applies to all MRD personnel.

1. Definitions

- 1.1. **MRD**- Michigan Refining Division
- 1.2. **Personnel**- Any employee, contractor, vendor, or visitor providing a direct service to MRD or any of MRD's contractors.

2. Requirements/Procedure

2.1. Suspected Violation of Alcohol or Drug Policy

- 2.1.1. Observations of a violation of the Alcohol and Drug Policy may include:
 - 2.1.1.1. Odor of intoxicating alcohol on his breath/person
 - 2.1.1.2. Bodily action or demeanor of effects from alcohol and/or drug use
 - 2.1.1.3. Observation of alcohol beverage container or of illegal drug paraphernalia.
 - 2.1.1.4. Opened, unsealed but filled juice bottle.
- 2.1.2. Reports will be compiled to identify the facts and observations.
- 2.1.3. At point of access (outside of refinery) if any violation is suspected the vehicle and/or pedestrian will not proceed within Marathon property.
 - 2.1.3.1. Security will contact person's supervisor to coordinate follow up.
 - 2.1.3.2. Security will contact authorities to report crimes.
- 2.1.4. If inside the refinery, stop the individual and ask for his/her supervisor's name and telephone number. If asked for reasons for the interview explain that you suspect they are in violation of the drug and alcohol policy. If they refuse, do not confront the individual. Read their badge and request a Security Shift Supervisor.
 - 2.1.4.1. After contacting a Security Shift Supervisor, contact the individual's supervisor and Marathon coordinator.
 - 2.1.4.2. The Security Shift Supervisor will notify: Marathon Security Coordinator, HESS Manager, Marathon Contractor Coordinator, or the Shift Foreman (if after normal business hours).
 - 2.1.4.3. After the responsible Supervisor(s) arrive and a briefing is given, the individual will be turned over to his/her supervisor for verification of compliance of the drug and alcohol policy. The contractor supervisor must accept responsibility for the suspected violating contractor.
 - 2.1.4.3.1.1. The contractor will not be allowed back on site without verification testing.
 - 2.1.4.3.1.2. Marathon personnel cleared by Human Resources.

2.2. MRD Security will not offer any alcohol level test.

2.3. Violation of the policy will be cause for access removal.

2.3.1. If applicable, Code 3 Form will be completed by Security for contractors.

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2.3.2. If applicable, Code 3 Form will be completed by Human Resources for Marathon personnel.

3. References

- 3.1. [Human Resources Drug and Alcohol Policy \(DISA\)](#)
- 3.2. [Facility Access](#)
- 3.3. [Code 3 Form](#)

4. Revision History

Rev. No.	Description of Change	Author	Approved By	Rev. Date	Effective Date
4	Corrected grammatical errors	T. Mack	R. Robell	10/19/2010	10/19/2010
5	Reviewed entire procedure. Corrected wording, added Code 3 and Facility Access	R. Lambrix	J. Marra	8/1/11	8/1/11
6	Changed headers and revision history to conform to new standards.	MRD Security	MRD Security Management Team	08/25/2014	08/25/2014
7	Combined Alcohol and Drug sections into one section. Revised Code 3 and access deactivation wording.	MRD Security	MRD Security Management Team	09/17/2014	09/17/2014
8	Update Human Resources Drug and Alcohol Policy (DISA) hyperlink.	MRD Security	MRD Security Management Team	09/06/2017	09/06/2017