

Policy 311: Weapons Policy Addendum

Approval Process to Possess Weapon Onsite

1. Marathon employees may obtain a Firearm Approval Form in the Human Resources Department Monday through Friday from 7:00 AM to 3:30 PM or on the IRD website on the “Forms” page.
2. Contract employees may obtain a Firearm Approval Form at the SOC Monday through Friday from 7:00 AM to 3:30 PM.
3. A separate form must be filled out for each vehicle. Up to five handguns may be listed on each form.
4. All forms must be approved by the Human Resources Department or the IRD Security Coordinator. An approval determination will be made within five business days.

Requirements Upon Approval

1. Approval for concealed carry is granted for parking lots only. At no time can a weapon be taken into the refinery or any Marathon-owned building.
2. Individuals must park designated areas (see map below). If there is no space available in the designated parking areas, individuals should park as close to the area as possible and immediately notify Security at Ext. 5254 and let them know where the vehicle is parked.
3. Employees must obtain authorization from their supervisor to return to their vehicle during their shift unless the employee is leaving the property.

Failure to comply with these guidelines may result in discipline, up to and including discharge.

Company Weapons Policy & Weapons Policy Addendum for Illinois

The links to the Company Weapons Policy, the Weapons Policy Addendum for Illinois, and the Firearm Approval Form are provided below.

[Company Weapons Policy](#)

[Weapons Policy Addendum for Illinois](#)

[IRD Firearm Approval Form](#)

