



## New Experienced Employees

The following is a summary of the MPC Relocation Policy for New Experienced Employees. Details of the Policy are available through the Employee Relocation Office in Findlay or online at [www.myMPCbenefits.com](http://www.myMPCbenefits.com). This summary does not replace or modify in any way the provisions or interpretations of the Policy. The Company reserves the right to modify, amend, or terminate the Policy at any time.

Provision	Summary of Provision
<b>Eligibility</b>	The employee must be hiring into a regular part-time or full-time grade 10 or above exempt position.
<b>Mileage Rule</b>	The distance between the employee's new place of work and their former residence must be at least 50 miles more than the distance between the employee's old place of work and their former residence.
<b>Repayment Agreement</b>	The employee will be required to sign an Employee Reimbursement Agreement.
<b>Relocation Allowance</b>	<p>The Relocation Allowance is made up of two components:</p> <ol style="list-style-type: none"> <li>1. The first component is a lump-sum calculation based on family size, origin and destination locations. TRC Global Mobility, Inc. (TRC) will make the calculation after their initial phone call with a new employee. The maximum lump-sum allowance is \$15,000.</li> <li>2. The second component is 1.5x the employee's monthly salary, based on their new base annual salary. The maximum 1.5x monthly salary allowance is \$15,000.</li> </ol> <p><b>The maximum Relocation Allowance payment an employee may be eligible to receive is \$30,000.</b> The purpose of this one-time payment is for an employee to tailor their monies around their personal plans and needs in the following areas:</p> <ul style="list-style-type: none"> <li>• Advance house-hunting trip(s)</li> <li>• Temporary living</li> <li>• Travel expenses — including mileage</li> <li>• Return trip(s)</li> <li>• Home site expenses (such as childcare, mowing, etc.)</li> <li>• Other miscellaneous expenses</li> </ul> <p><b>Note:</b> Employees are not required to retain receipts or submit for reimbursement.</p>
<b>Spousal/Domestic Partner Employment Assistance</b>	The Company has contracted with IMPACT Group, a career assistance firm, to provide the employee's accompanying spouse/domestic partner with the necessary tools to conduct a successful job search at the new location. A maximum of \$1,500 of services is provided.
<b>Household Goods &amp; Storage/Vehicle Shipment</b>	<p>The Company has contracted with Walker Transfer-Powell, an agent of Atlas Van Lines, to provide the employee with the following benefits:</p> <ul style="list-style-type: none"> <li>• One pick-up from primary residence</li> <li>• One delivery to new residence</li> <li>• Storage up to 365 days</li> <li>• Second move</li> </ul> <p>Walker Transfer-Powell will also coordinate the shipment of any vehicles that are at Company expense. Vehicle shipment will be permitted as follows:</p> <ul style="list-style-type: none"> <li>• 0 vehicles if moving up to 400 miles</li> <li>• 1 vehicle if moving 400 to 799 miles</li> <li>• 2 vehicles if moving 800 miles or more</li> </ul>

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<b>Discard and Donate</b>	The Discard and Donate program can help ease some pre-move stress while also enabling the employee to become part of the Company’s sustainability strategy by reducing the employee’s household goods shipment size. This service provides the employee with a professional organizer to help the employee purge, donate, and discard unwanted household goods before the move. Having assistance in pre-sorting and a scheduled “blocked-out” time with a professional organizer can help the employee achieve their pre-move goals before the movers arrive.
<b>Home Sale Assistance</b>	The Company has contracted with TRC Global Mobility, Inc. (TRC), a relocation management company, to help facilitate the sale of the employee’s home. TRC will provide employees with a Home Marketing Assistance Program that includes professional guidance for: <ul style="list-style-type: none"> <li>• Finding approved real estate brokers in the area</li> <li>• Obtaining two Broker Market Analyses (BMA) — setting a realistic listing price</li> <li>• Developing a marketing strategy</li> <li>• Identifying necessary repairs and improvements</li> <li>• Negotiating a sale</li> </ul>
<b>Guaranteed Offer (GO)</b>	The employee works with TRC to obtain two BMAs and determine a realistic listing price. The employee is expected to aggressively market their home for sale; however, if the employee does not have an offer pending, the following is an approximate timeline of events: <ul style="list-style-type: none"> <li>• Day 45 — TRC will order appraisals and inspections</li> <li>• Day 60 — Pending return of appraisals/inspections, TRC will issue GO</li> <li>• Day 90 — Employee must decide to accept or reject the GO</li> <li>• Normal and customary closing costs reimbursed</li> </ul> <p><b>Note:</b> The above timeline may fluctuate depending on Appraiser/Inspector availability, if a 3rd appraisal is needed, etc.</p>
<b>Home Sale Incentive</b>	The employee <b>may be</b> eligible for an incentive equal to 3% of the sales price of their home, up to a maximum of \$20,000.
<b>Lease Cancellation</b>	The employee will be eligible for the reimbursement of up to 2 months’ rent in connection with a lease cancellation.
<b>Equity Advance</b>	If the employee has not received the proceeds from the sale of their former residence soon enough to make the down payment on their new residence, they <b>may be</b> eligible for an equity advance.
<b>Home Purchase Assistance</b>	If the employee purchases a home at the new location within 12 months of their effective date of hire, the Company will reimburse the employee for certain purchase costs: <ul style="list-style-type: none"> <li>• Homeowner — Normal and customary closing costs</li> <li>• Renter — Up to \$1,000 in normal and customary closing costs</li> </ul>
<b>Housing Supplement Payment (HSP) Rental Supplement Payment (RSP)</b>	A Housing Supplement Payment (HSP)/Rental Supplement Payment (RSP) will be provided to employees who qualify based on higher housing costs in their new work location. <ul style="list-style-type: none"> <li>• Eligible locations include Alaska, California, Colorado, Utah, and Washington</li> <li>• Employees are not eligible if relocating within the same state</li> <li>• Paid bi-weekly for up to 4 years on a decreasing scale of 25% per year</li> </ul> <p>If an employee has an active offer to relocate, and their decision to accept/reject the offer is contingent on seeing an HSP/RSP estimate, then one will be provided upon request.</p>
<b>Location Premium (AK and CA Only)</b>	Employees relocating to Alaska and California are eligible for a one-time payment to help defray relocation expenses due to the higher cost of living in these areas. <ul style="list-style-type: none"> <li>• 10% of the employee’s new base annual salary for Alaska bound</li> <li>• 15% of the employee’s new base annual salary for California bound</li> <li>• 5% of the employee’s new base annual salary for Alaska to California (or vice versa) bound</li> <li>• Employees are not eligible if relocating within the same state</li> </ul>

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<b>Duplicate Expenses</b>	<p>The employee who purchases a new home prior to closing the sale of their former residence <b>may be</b> eligible for reimbursement of certain limited expenses incurred at the unoccupied residence for a period.</p> <p>These expenses are limited to:</p> <ul style="list-style-type: none"> <li>• Real estate taxes</li> <li>• Homeowner’s insurance</li> <li>• Mortgage interest</li> <li>• Necessary utilities (gas, electric, water/sewage only)</li> </ul>
<b>Loss-on-Sale</b>	<p>The employee <b>may be</b> eligible for assistance in covering a loss incurred on the sale of the home at the old location.</p> <ul style="list-style-type: none"> <li>• Purchase Price – Sales Price = Loss-on-Sale</li> <li>• Maximum loss-on-sale is \$50,000</li> <li>• Home improvements will not be considered</li> </ul>
<b>Tax Allowances</b>	<p>The Company will provide tax allowances to <b>assist</b> the employee in paying federal, FICA, and, when applicable, state income taxes on certain taxable amounts under the Policy.</p>