

# NOTICE REGARDING WELLNESS INCENTIVE PROGRAM



The Wellness Incentive Program offered under the Phillips 66 Medical and Dental Assistance Plan (“Plan”) is a voluntary wellness program available to all employees eligible for the Plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990, the Genetic Information Nondiscrimination Act of 2008, and the Health Insurance Portability and Accountability Act, as applicable, among others. If you choose to participate in the Wellness Incentive Program you will be asked to complete a voluntary biometric screening on or before November 30, 2017, which will include a blood test for cholesterol, triglycerides and glucose. You are not required to participate in the blood test or other medical examinations.

However, employees who choose to participate in the Wellness Incentive Program will receive a one-time \$100 payroll credit regardless of the outcome of the blood test. Although you are not required to participate in the biometric screening, only employees who do so will receive the \$100 payroll credit.

The results from your biometric screening will be used to provide you with information to help you understand your current health and potential risks, and may also be used to offer you services such as health coaching through the Wellness Incentive Program. You also are encouraged to share your results or concerns with your own doctor.

## Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. Although the Wellness Incentive Program and Phillips 66 may use aggregate information it collects to design a program based on identified health risks in the workplace, the Wellness Incentive Program will never disclose any of your personal information either publicly or to Phillips 66, except as necessary to respond to a request from you for a reasonable accommodation needed to participate in the wellness program, or as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the Wellness Incentive Program will not be provided to your supervisors or managers and will never be used to make decisions regarding your employment.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the Wellness Incentive Program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the Wellness Incentive Program or receiving an incentive. Anyone who receives your information for purposes of providing you services as part of the Wellness Incentive Program will abide by the same confidentiality requirements. The only individuals who will receive your personally identifiable health information are a registered nurse, a doctor, or a health coach in order to provide you with services under the Wellness Incentive Program.

In addition, all medical information obtained through the wellness program will be maintained separate from your personnel records, information stored electronically will be encrypted, and no information you provide as part of the Wellness Incentive Program will be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach. In the event a data breach occurs involving information you provide in connection with the Wellness Incentive Program, you will be notified immediately.

You may not be discriminated against in employment because of the medical information you provide as part of participating in the Wellness Incentive Program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please contact the Plan Administrator at:

Phillips 66 Plan Administrator  
Manager, HR Operations  
Adams Building  
411 S. Keeler Avenue  
Bartlesville, OK 74003-6670  
(918) 977-6009