


Owner: Employee Relations Local Contact: HR Manager/Business Partner	EQUAL EMPLOYMENT OPPORTUNITY (GLOBAL)	Policy Center 
Approver: Senior Vice President, Human Resources		Date Issued/Revised: 07/01/2016

STATEMENT OF POLICY:

If you have questions call [HR Connections](#) at 1-855-480-6634.

Phillips 66 is and always has been deeply committed to fair and non-discriminatory treatment for all employees. The Company's policy is to provide equal employment opportunity for all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information or any other legally protected status.

The Company will comply with the letter and spirit of applicable local, state, federal and country law concerning equal employment opportunity. More specifically, this means the Company will not participate in nor condone any unlawful discrimination of any kind. This applies to, but is not limited to, recruitment, recruitment advertising, hiring, training, promotion, transfer, demotion, layoff, terminations, rate of pay, or other forms of compensation, and all other aspects of employment.

Workplace Harassment Statement:

The Company is committed to maintaining a work environment that is free of all forms of unlawful conduct, including sexual or other forms of unlawful harassment. This includes a prohibition of any actions by employees, supervisors, or management that abuse individual dignity through slurs or jokes on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other legally protected status, or other objectionable conduct, including harassing or discriminating conduct that interferes with another employee's performance. Such conduct is unacceptable and will not be tolerated.

The use of e-mail, the Internet, or any type of electronic communication, which involves unlawful, obscene, offensive or harassing messages or the accessing of Internet sites of a sexual or otherwise inappropriate nature is prohibited.

Harassment includes but is not limited to, unwelcome sexual advances, requests for sexual favors, displays of graffiti, calendars, cartoons, or magazines containing sexual content, and all other verbal or physical conduct of a sexual or harassing nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment; submission to, or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

In addition, the Company's business is always to be conducted in a way that clearly and consistently communicates respect and value for all employees. Therefore, any business conduct - or participation in any business entertainment - that might be demeaning, devaluing, humiliating, or intimidating to any employee will not be tolerated. Examples of unacceptable behavior include, but are not limited to, entertainment at exotic dance clubs and meetings at resorts or clubs that exclude people from membership on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other legally protected status. Any question about the acceptability of a given venue for business entertainment should be discussed in advance with the work unit supervisor or manager, who is ultimately responsible for the business conduct of his/her employees, or a human resources representative.

Pay Transparency Policy Statement:

Phillips 66 will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Company's legal duty to furnish information.

Zero Tolerance for Retaliation:

Every employee is encouraged to come forward without fear of reprisal, as Phillips 66's equal opportunity and affirmative action policies prohibit any and all forms of retaliation against anyone who in good faith complains that these policies are not being followed, or who otherwise participates in a Company or agency investigation into such complaints, even if sufficient evidence is not found to substantiate the complaint. If you believe that you have been subjected to retaliation, your complaint should be directed to one of the individuals identified below.

After receiving a complaint involving a violation of the Company's equal opportunity or affirmative action policy, the company will investigate and take corrective action, as appropriate. Complaints and investigations will be kept confidential to the maximum extent possible. No one, regardless of position or length of service, is exempt from these policies.

Reporting:

Any employee who believes that he or she has been subjected to discrimination, harassment, or other prohibited behavior by his/her supervisor, any member of management, co-worker, or in the course of conducting the Company's business, should contact his/her supervisor or manager, human resources representative, or Somona Dabney, Manager of Employee Relations, at 832-765-1905. Policy violations may also be reported by calling the Ethics Hotline at 1-855-318-5390 or accessing the Ethics Web Portal at www.phillips66.ethicspoint.com. Any supervisor, manager or human resources representative who is aware of a complaint must ensure that it is promptly reported, investigated and treated confidentially. All employees and all levels of management are expected to provide assistance and support for this policy to assure complete compliance. Failure to cooperate will result in discipline up to and including termination of employment. As noted above, retaliatory treatment of any employee reporting discrimination, harassment, or other prohibited behavior is strictly prohibited and should be reported immediately to his/her supervisor, manager or human resources representative, Manager of Employee Relations, or the Ethics Hotline.

The Company establishes plans, policies and programs appropriate to the business needs and requirements of its various operations and organizations. The plans, policies or programs shown here are provided as guidelines to employees. Company plans, policies and programs are continually under review, and are subject to revision at any time without notice, at the sole discretion of the Company, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The plans, policies and programs may differ by location, business, or employee group. Accordingly, individual employees are advised to confirm whether the information accessed here applies to them. Employees may contact HR Connections at 855-480-6634 or 918-977-7905 or their local HR representative if they have any questions. Nothing contained on this site is intended to create, nor is it to be construed to constitute, a contract between Phillips 66 or its subsidiaries and any employee or employees of Phillips 66 or its subsidiaries. Absent a specific written contract to the contrary, employment with Phillips 66, its subsidiaries and affiliates may be terminated with or without cause at any time by the employee or the Company. Nothing contained in these plans, policies or programs shall create a required procedure, practice or policy that must or should be followed in the investigation, evaluation, or disposition of any personnel matter. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail.

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Employee Relations

Questions

For questions, contact HR Connections by submitting an [HR Connections Request](#). For immediate assistance, call 855-480-6634 or 918-977-7905 between 8 a.m. and 6 p.m. Central time, Monday through Friday.