


Owner: Manager, HR Operations Local Contact: HR Manager/Business Partner	GLOBAL SERVICE AWARDS PROGRAM	Policy Center 
Approver: Senior Vice President, Human Resources		Date Issued/Revised: 07/01/2016

If you have questions, please contact: [HR Connections](#) 855-480-6634 or 918-977-7905.

I. PURPOSE

The purpose of the Global Service Award Program policy is to recognize specific milestones in an employee's service with the Company.

II. ELIGIBILITY

- Active employees who meet their country's definition of regular full-time and regular part-time (20 or more hours per week for U.S. employees), are paid directly by the Company, and who do not participate in another organization-specific service recognition program are eligible to participate in the Service Award Program.
- For U.S. employees, the Service Award Entry Date (SAED), as adjusted by an employee's breaks in service, if any, determines when a service anniversary is reached. Refer to Service Award Entry Date section of the [Service Recognition](#) policy for an explanation on how this date is calculated.
- Employees in other countries should refer to their local country policy to determine how service award dates are calculated.
- Employees who attain their service anniversary while at a subsidiary or affiliated company (one in which Phillips 66 directly or indirectly owns at least 80% of the equity) that is not covered by these Human Resources Policies are not eligible to receive a Phillips 66 service award. When an employee is transferred to a company covered by these policies and receives an SAED adjustment sufficient to qualify the employee for a service award, the employee will be eligible to receive the award related to the employee's recognized service anniversary unless the employee had previously received a gift recognizing the anniversary from the other company.
- An employee must be an active employee on the company payroll on the date of their service anniversary to be eligible to receive a service award.
- The Service Award Administrator is responsible for considering appeals to this policy and may take into account any extenuating circumstances supporting an appeal.
- This Service Award Program does not include any other recognition items, such as meals, refreshments, rentals, etc.

III. ADMINISTRATION

The Company reserves the right to administer, interpret, revise or revoke any or all of the rules, regulations and provisions of this policy.

A. Awards

- Service Awards are granted to employees who reach the following service anniversaries: five, ten, fifteen, twenty, twenty-five, thirty, thirty-five, forty, forty five and fifty years.

B. Selection of Award

- An eligible employee may select a service award from the applicable options presented upon attaining a service anniversary recognized under this program. Awards are available on the vendor's website only.

C. Repair of Merchandise Awards

- Damaged award selections should be reported to the Customer Service Department of the award vendor. Contact information is located on the award selection site.

D. Service Award Celebration

- Please refer to relevant country, business unit or organization guidance regarding the appropriate celebration event and budget for various service award milestones.