


Owner: Manager, Employee Relations Local Contact: HR Manager/Business Partner	VOLUNTARY DISCLOSURE OF VETERAN STATUS POLICY – U.S.	Policy Center 
Approver: Senior Vice President, Human Resources		Date Issued/Revised: 07/01/2016

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

Phillips 66 is a Government contractor subject to the Vietnam Era Veterans’ Readjustment Assistance Act of 1974 (“the Act”), as amended, which requires federal government contractors to take affirmative action to employ and advance in employment: disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans and Armed Forces Service Medal veterans. The Act also requires Phillips 66 to maintain and track data for outreach purposes, and to connect job seeking veterans with employers.

Our affirmative action policy prohibits discrimination against protected veterans and requires Phillips 66 to take affirmative action to employ and advance in employment qualified protected veterans at all levels of employment, including the executive level.

Phillips 66 would like to include all protected veterans in our affirmative action program. In 2013, the federal government made changes to certain veteran categories. The [Voluntary Disclosure of Veteran Status form](#) contains the new veteran categories and enables veterans to update their status, as applicable. Veterans are able to update their veteran status at this time and/or at any time in the future.

Submission of this information is voluntary and refusal to provide it will not subject any applicant or employee to any adverse treatment. The information provided will be used only in ways that are consistent with the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended. The information submitted will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if an employee has a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs (OFCCP) or enforcing the Americans with Disabilities Act (ADA), may be informed.

Any disabled veteran in need of an accommodation to perform the essential functions of their job properly and safely can refer to the Phillips 66 [accommodations policy](#), or they may contact their manager, HR Business Partner or Health Services to discuss in more detail.

Policy Contact: Human Resources
 Employee Relations

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.