

Instructions

Race/Ethnicity, Gender and Veterans Status

Phillips 66 is committed to equal employment opportunity for all employees without regard to race, color, religion, sex, national origin, handicap or veteran status; or status within any protected group. Various agencies of the United States government require Phillips 66 to collect information about its employees. Information requested below is for the purposes of compliance to these recordkeeping requirements. Information as currently displayed was obtained by one of three methods accepted by the government for the collection of such data: (a) employee voluntary self identification; (b) visual observation; or (c) employment records presented at time of your initial employment. If there is a need to make changes to your demographic information, please complete the section(s) below, print, sign and mail or fax the form to HR Connections.

The information that you provide will be recorded and maintained in a confidential file, separate from all other records. This information will not be used in consideration for any employment decisions. Refusal to complete or correct this form will not subject any employee to adverse treatment.

1. **Ethnicity** – Please select from one of the following categories:

- [Hispanic or Latino](#) -A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

2. **Race**

- [American Indian or Alaskan Native - \(Not Hispanic or Latino\)](#) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- [Asian \(Not Hispanic or Latino\)](#) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- [Black or African American \(Not Hispanic or Latino\)](#) – A person having origins in any of the black racial groups of Africa.
- [Native Hawaiian or Other Pacific Islander \(Not Hispanic or Latino\)](#) -A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- [White \(Not Hispanic or Latino\)](#) - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- [Two or More Races \(Not Hispanic or Latino\)](#) – All persons who identify with more than one of the above five races.

3. **Gender**

- [Male](#)
- [Female](#)

VOLUNTARY DISCLOSURE OF DISABILITY/VETERAN STATUS

Phillips 66 is a government contractor subject to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended. The Rehabilitation Act prohibits job discrimination because of disability by employers such as Phillips 66 and requires the Company to take affirmative action to employ and advance in employment qualified individuals with disabilities who, with or without reasonable accommodation, can perform the essential functions of a job. VEVRAA requires Phillips 66 to take affirmative action to employ and advance in employment qualified special disabled veterans and qualified disabled veterans, veterans of the Vietnam era, other protected veterans, one-year recently separated veterans, three-year recently separated veterans, and Armed Forces service medal veterans. This invitation to self-identify refers to such veterans as "covered veterans." If you are an individual who meets one or more of the above noted qualifications and would like to be considered under the Company's affirmative action program, please tell us.

Our affirmative action program contains policies and procedures that assure compliance with Section 503 and VEVRAA obligations. You may inform us of your desire to benefit under the program at this time and/or at any time in the future.

Whether you choose to self identify is voluntary on your part.

Phillips 66 is also subject to the Americans with Disabilities Act (ADA). Consistent with ADA, Phillips 66's policy is to provide reasonable accommodations to any individual with a disability who needs such an accommodation to complete the job application process or to perform the job in question. If you need such an accommodation, you may request it at any time by contacting Human Resources or your supervisor. Making a request for an accommodation will not subject you to any adverse treatment.

Disclosure of your status as an individual with a disability or covered veteran is voluntary and refusal to provide it will not subject you to adverse treatment. Information you submit concerning your disability will be kept confidential except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities or disabled veterans regarding necessary accommodations, (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment, and (iii) government officials engaged in enforcing the Rehabilitation Act, VEVRAA, or the ADA, may be informed. The information provided would be used only in ways that are consistent with Section 503 of the Rehabilitation Act, VEVRAA and the ADA.

Military Service (US Only)

As of today's date, are you in the process of separating from military active duty or separated as a veteran from active duty within the last 3 years. Please enter your projected or actual separation date.

(MM/DD/YYYY)

Please select from the following (You may select more than one category):

- [Special Disabled Veteran](#) is (i) a veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability (A) rated at 30 percent or more or; (B) rated at 10 or 20 percent in the case of a veteran who has been determined under 38 U.S.C. 3106 to have a serious employment handicap; or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- [Disabled Veteran](#) is (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (ii) a person who was discharged or released from active duty because of a service-connected disability.
- [Veteran of the Vietnam-era](#) is a veteran who (i) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than a dishonorable discharge, if any part of such active duty occurred (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964 and May 7, 1975, in all other cases.
- [Other Protected Veteran](#) is a person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.
- [Recently Separated Veteran](#) is a veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty in the U. S. military, ground, naval or air service.
- [Armed Forces Service Medal Veteran](#) is a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces services medal was awarded pursuant to Executive Order 12985 (61 Fed. Reg. 1209).
- [Non-Veteran](#)

Completion of Name affirms that the information submitted on these pages are true and accurate.

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Employee Name (please print) Signature of Employee Employee No. Date

**Complete and return this form to:
HR Connections**

By interoffice mail: Phillips 66 HR Connections
4AB, Bartlesville, OK
By postal mail: PO Box 2400, Bartlesville, OK 74003
By fax: 918-977-8003