

<p>Owner: Director, Employee Relations Local Contact: HR Manager/Business Partner</p>	<p align="center">COMMUNITY SERVICE POLICY – U.S.</p>	<p align="center">Policy Center </p>
<p>Approver: Senior Vice President, Human Resources</p>		<p align="center">Date Issued/Revised: 04/15/2019</p>

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

I. PURPOSE

The Company allows eligible employees paid time off for company sponsored volunteer events and up to two (2) full days of paid time off per calendar year for community service that is non-company sponsored. Company sponsored events include volunteer opportunities managed by corporate, business units or employee resource groups. Community service that is non-company sponsored includes volunteering with a 501(c)(3) organization (e.g., schools, nursing homes, boy scout/girl scout activities, parks, healthcare, arts, food pantries or other community-oriented activities through secular or non-secular organizations), a political subdivision that operates under the government (e.g., cities, counties, states, school districts, police/fire departments, etc.), and accredited educational institutions that operate under a 501(c)(3) or registered charitable organizations as defined by employee’s country of work.

II. ELIGIBILITY

This policy applies generally to Non-Represented, regular full-time and regular part-time employees, as well as Represented Employees where provided for under the terms of an applicable collective bargaining agreement. This policy does not apply to Store Employees.

III. GENERAL PROVISIONS

Company Sponsored Volunteer Events

Employees may be allowed paid time off for company sponsored community service events. Leave under this provision must be approved in advance by the employee’s manager. Employees away from work for a company sponsored event must record their absence using time code **0180**.

Community Service Events Non-Company Sponsored

Employees may be allowed up to two (2) full days paid time off per calendar year for community service events that are not company sponsored. Leave under this provision must be requested at least 7 days prior to the requested time off. Approval is at the manager’s discretion and may be denied based on business need. Employees away from work for a non-company sponsored event must record their absence as using time code **0177**, as well as the applicable reason code (see attached FAQs).

IV. ADMINISTRATIVE GUIDELINES

Regular pay will be based on the straight-time rate of the employee’s regular work classification for normally scheduled hours.

Unless a collective bargaining agreement states otherwise, time off under this Policy is considered as time worked for computing overtime.

For employees involved in company sponsored volunteer events, employees scheduled for work during daylight hours will be expected to return to work if released in sufficient time to complete 2 or more hours of regularly scheduled work. Employees scheduled for evening or night shift work should consult their supervisor with respect to the amount of time off they may take.

After 90 days continuous service, eligible employees are able to take up to two full days off for non-company sponsored volunteer events.

Time off for non-company sponsored events may be taken in full day or half day increments.

Visit the [Phillips 66 Volunteerism Tool](#) to view a calendar of volunteer opportunities, sign up for company sponsored volunteer events and to track company sponsored and individual volunteerism. Visit [Employee Programs](#) to review Volunteer Grant Guidelines and submit for a Volunteer Grant. Company sponsored, individual and spouse volunteerism are eligible.

V. DEFINITIONS

Non-represented employee: An employee not represented by a collective bargaining agreement.

Represented employee: An employee represented by a collective bargaining agreement.

Store Employee: Employee in a job classified as retail marketing store (including store manager and store manager in training) in the personnel systems of the employer.

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.

Community Service Policy FAQ's

Q: What if my volunteer opportunity is only a partial day, can I take a partial day off and use the remaining time at a later time?

A: Yes, volunteer days may be taken in full day or half day increments only.

Q: Does this count towards my local fatigue management policy?

A: No. This operates like the vacation policy.

Q: What if my manager isn't supportive of my cause?

A: As long as the community service is for a 501(c)(3) or registered charity organization in your country of work, managers cannot deny based on his/her own feelings about the organization. Your manager can deny the volunteer opportunity for business need or if you don't request the time off at least 7 days in advance.

Q: How do I enter my time under this policy?

A: Employees must record their non-company sponsored event activity using code **0177**, and must enter a code in the "reason" field based on the following:

Reason Code:	Category of Event
00	Education & Literacy
01	Environment & Sustainability
02	Healthcare
03	Religious
04	Safety & Preparedness
05	Social Service
06	Other

Employees away from work for a company sponsored event must record their absence as time code **0180** and are also required to submit a reason code.

Employees volunteer hours may qualify for a Volunteer Grant as outlined in [Employee Programs](#).

Q: Does this policy apply to Represented Employees?

A: Represented employees are eligible only where provided for under the terms of an applicable collective bargaining agreement.

Q: For company sponsored events, such as Day of Caring, are employees expected to work 30 extra minutes to qualify for the 19/30 requirement?

A: Yes. Employees could come in 30 minutes early if necessary. Also, employees scheduled for work during daylight hours will be expected to return to work if released in sufficient time to complete 2 or more hours of regularly scheduled work.

Q: Are we still eligible to be compensated for company sponsored events?

A: Employees may be allowed time off with pay for company sponsored community service events or projects approved by local management and HR. Leave under this provision must be approved in advance by the employee's manager and absences should be recorded using time code 0177.

Q: Do we qualify for overtime if we volunteer greater than eight (8) hours in one day?

A: Eligible employees will receive pay up to eight (8) hours each day for two (2) days each year as it relates to the community service events of their choice. For company sponsored events, pay will be based on the straight-time rate of the employee's regular work classification for normally scheduled hours, inclusive of shift differential and overtime.

Q: If I do not use my two (2) days of volunteering in the current year, am I able to carry them over for use in the following year?

A: No. The two (2) full days of paid time off must be used in the current calendar year from which they are assigned and cannot be carried over year to year.

Q: Does this policy allow me to use the two (2) days of paid time off to participate in a protest or march sponsored or supported by a 501(c)(3) or a charitable organization?

A: No. The intent of this policy is to allow employees paid time off for community service that directly benefits the mission of a 501(c)(3) or charitable organization, not to support or oppose a political or other cause that may have an affiliation with a 501(c)(3) or charitable organization.