

<p>Owner: Manager, Employee Relations Local Contact: HR Manager/Business Partner</p>	<p align="center">EMPLOYMENT OF RELATIVES POLICY – U.S.</p>	<p>Policy Center </p>
<p>Approver: Senior Vice President, Human Resources</p>		<p>Date Issued/Revised: 07/01/2016</p>

Purpose:

The purpose of this policy is to establish uniform practices regarding the employment (including regular, contractual, and temporary) of relatives in Phillips 66. The intent of this policy is to ensure equitable treatment of all employees, avoid conflicts of interest and prevent the appearance of partiality in the hiring, promotion, demotion, reassignment, and transfer of employees, thereby limiting the negative effect on morale and the appearance of impropriety.

Relatives for purposes of this policy are defined as: spouse, son, daughter, mother, father, brother, sister, grand-parent or child, step-parent or child, step-sister, step-brother, in-laws, aunt, uncle, nephew, niece, first cousin, significant other, domestic partner or any other relationship that would present a conflict of interest as determined by the Company.

Relatives may be employed by Phillips 66 in accordance with normal staffing requirements. To reduce the potential for conflicts of interest, however, no manager or supervisor shall employ or have a relative in a direct reporting relationship or in a position that poses a possible conflict of interest. In the event a relationship between two employees is created during employment which puts the employee in a position where s/he works in a relative's direct line of supervision, or in a position that poses a possible conflict of interest, each employee involved has a responsibility to immediately inform management. An appropriate solution will be sought as soon as practical. Failure to report the situation may result in disciplinary action up to and including termination.

Relatives shall not work for the same supervisor without the prior approval of the Human Resources Department.

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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.