

<p><b>Owner:</b> Manager, Employee Relations  <b>Local Contact:</b> HR Manager/Business Partner</p>	<p><b>SMOKE-FREE  WORKPLACE – U.S.</b></p>	<p>Policy Center </p>
<p><b>Approver:</b> Senior Vice President, Human Resources</p>		<p><b>Date Issued/Revised:</b>  07/01/2016</p>

**I. PURPOSE**

It is the intent of the Company to provide all employees an environment free of the hazards of environmental tobacco smoke, other potentially harmful chemicals and to comply with applicable laws.

**II. ELIGIBILITY**

This Policy applies to all Phillips 66 employees, on-site contractors and visitors in the U.S.

**III. GENERAL PROVISIONS**

Smoking is permitted only in specifically designated smoking areas on Company-owned or leased property. This includes offsite buildings or rooms used for Company-sponsored conferences and meetings. Prohibited areas include, but are not limited to, all Company-owned or leased vehicles, office buildings, facilities, parking lots and adjoining sidewalks. See your local site for permitted smoking areas.

*Tobacco products or electronic cigarettes (e-cigarettes) may not be lit, used, or extinguished outside of any designated smoking areas. This policy is intended to include and prohibit the use of any electronic or battery-operated cigarette or product that contains any amount of nicotine, regardless of size, shape, or presence of other ingredients. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, e-pipes, or under any other product name.*

All materials used for smoking, including but not limited to cigarette butts and matches, will be extinguished and disposed of in appropriate containers.

Smoke breaks during work hours are determined by supervisors in accordance with local site practices.

Exceptions to this Policy may only be made upon approval by local Management. However, work/safety rules, safety regulations, applicable state laws, regulations and/or Ordinances which are more restrictive will take precedence over this Policy without exception.

Managers are responsible for ensuring compliance with this regulation within their respective areas of responsibility. Violations of this Policy will result in disciplinary action.

For information on the Company's tobacco cessation program, contact the Benefits Center at 800-965-4421 or 646-254-3467.

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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.**

**The contents of this document are not intended to be the summary plan description ("SPD") for the benefit plans mentioned. The SPDs can be obtained at <http://hr.phillips66.com/> or by contacting HR Connections at 855-480-6634 or 918-977-7905.**