



memorandum

To All U.S.-Based Employees and Applicants
From Rhonda Morris
Date April 2017
Re Notice of U.S. Equal Employment Opportunity Policy Statement

Chevron's EEO Commitment

Chevron is proud of its equal employment opportunity and affirmative action programs, which are endorsed by the corporation's Chairman and Chief Executive Officer, and annually reaffirmed to employees and applicants through this notice. Chevron values diversity and encourages an inclusive work environment that enables all employees to fully participate and contribute effectively to meet our business objectives. A work environment that is free of discrimination and harassment can help the company gain a competitive advantage. Our values in *The Chevron Way* include an expression of our commitment to diversity and inclusion that states, "We learn from and respect the cultures in which we operate. We have an inclusive work environment that values the uniqueness and diversity of individual talents, experiences and ideas."

Chevron is an equal opportunity employer. Our company policy provides for a working environment free from discrimination or harassment based on race, color, religion, sex (including gender identity, gender expression and pregnancy), national origin or ancestry, age, mental or physical disability (including medical condition), military or veteran status, political preference, sexual orientation, marital status, citizenship, genetic information or other status protected by law or regulation. Our commitment extends to all facets of employment, including recruiting, selection, training and promotion. We are committed to employing the most qualified employees based on objectively valid factors. All employees are to conduct themselves in accordance with the company's policy. Discrimination or harassment will not be tolerated at Chevron.

We continue to endorse affirmative action programs as a tool to help eliminate potential barriers to equal employment opportunity and achieve an inclusive workforce. In addition, our commitment ensures reasonable accommodation for qualified individuals with a disability. All of Chevron's U.S. employees (including individuals with a disability and protected veterans) are covered under affirmative action programs designed to ensure equal opportunity for employees and applicants in all aspects of employment decisions such as recruiting, hiring, promotion, demotion, transfer, layoff or termination, compensation, selection for training, benefits and discipline. All departments and divisions are responsible for the implementation, auditing and reporting of their respective affirmative action programs. Chevron's undersigned vice president, Human Resources, with delegation to the manager, HR Compliance, will provide specialized support and oversight.

Affirmative action programs are available for review upon request during regular business hours. You

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are also welcome at any time to view or correct your voluntary self-identification of ethnic origin, veteran status, gender and disability status. If you would like to make a change, please go to the [U.S. Human Resources website](#), click on [My HR – Employee Services](#), select Self ID under Personal Information and make the change, or contact your local Human Resources business partner. All information is maintained confidentially to measure equal employment opportunity efforts and to comply with governmental recordkeeping and reporting requirements.

Chevron encourages you to raise any concerns you may have about discrimination or harassment to your supervisor, or if the concern involves your supervisor, the next level of management, your HR business partner, or the Chevron Hotline at 1-800-284-3015, without fear of reprisal. Chevron strictly prohibits retaliation (including harassment, intimidation, threats, coercion, or discrimination) for making an internal or external complaint about discrimination; assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to laws requiring equal employment opportunity; or opposing any act or practice made unlawful by laws requiring equal employment opportunity. By way of example and not limitation, Chevron's protections explicitly extend to protected rights under Section 503 of the Rehabilitation Act, and Section 4212 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, which apply to federal government contractors.

Rhonda Morris
Vice President, Human Resources