

ATTACHMENT15
Wood River Refinery Procedure S 11.30
Contractor Safety Plan
Rev. 9/22/16

WRR Contractor Background Check Policy

Policy Requirement

For contract workers at Phillips 66 Wood River Refinery (WRR) the background screen will be done through the DISA Background Screening Consortium – Background Screening Policy (DISA-BG). It is the contractor's responsibility to ensure all of their applicable workers at WRR meet the requirements of the DISA-BG Policy and the WRR clarifications spelled out in this document. The current DISA BG Screen Policy is posted on the American Allied Safety Council website under "downloads" (<http://www.teksolv.com/services/training-services/aasc.html>). The North American Background Screening Consortium (NABSC) will be considered reciprocal; the NABSC policy which is very similar is available at <http://www.nabsc.org/site/policy.htm>, then click "Official NABSC Program Policy".

Applicability

- A contract worker – excluding visitors and delivery drivers - who is assigned to work on WRR premises for a period of five days or more in a calendar year is required to undergo a background check.
- The TWIC card is a separate requirement for Dock areas and does not replace the background screen.
- The following exception applies: An individual who is continuously escorted while on Refinery premises by an authorized Phillips 66 representative is not required to undergo a background check.

Screening Requirements and Duration of Approval

Screening requirements are described in the Background Screen Designation Section starting on page 11 of the DISA Policy.

WRR has selected "04" as its maximum acceptable background screen grade (also referred to as "cut score of 4"). Contract workers with a background screen grade of 05 - 07 do not meet the WRR criteria.

An approved background check is valid for 60 months. A "Current Screen" is an active or clear status on a background screen completed no longer than 5 years ago via an acceptable program.

Contractors are responsible for monitoring the results of their workers, and to work with their program to resolve issues regarding workers whose status in the program is "pending".

WRR will periodically audit compliance with this Policy, however, this does not absolve the Contractor from monitoring their own compliance with the Policy. If asked, Contract Employers are to provide documentation that a current screen is in place for any of their WRR workers.

Notification of Results and Database Posting

The results will be in both the DISA and the AASC Database. No confidential information will be posted in the databases, they will simply provide green (active) or red (inactive) for the background check conducted. Only Contract workers who can demonstrate an "active" status (green light) can work at WRR. "Inactive" status will be indicated by a red light. WRR will have real-time access to compliance status through the AASC database accessible via the internet.

Removal From Refinery Premises

Upon notification by DISA to the Contractor that one of their workers has failed to meet the minimum requirements of the Policy, the Contractor is to notify the contract worker of such results and escort the individual off WRR premises. The badge is to be collected and a request made to WRR Security to turn off the access for failure to comply with Phillips 66 security requirements. Contract Leadership is expected to notify the WRR Contractor Safety Coordinator so the nonconformance can be documented.

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Costs

Contractors will be invoiced by the provider and will work with Phillips 66 to determine if this cost is reimbursable. Only the actual costs invoiced by AASC to the Contractor is eligible to be reimbursed by WRR. Mark-ups or other additions will not be accepted. WRR reserves the right to audit invoicing and will take measures to recover any inappropriate costs found.