A Message From Peter Robertson

Chevron has a long and proud history and worldwide reputation for honesty and integrity, two key values of The Chevron Way. Our well-deserved reputation underlies our past accomplishments and is critical to our future success.

Our Business Conduct and Ethics Code explains Chevron policies on how we conduct ourselves and how we do business around the world. Whether an employee or member of our board of directors, each of us needs to understand and commit to this Code and the policies it discusses.

Our guiding principle always is to comply fully with the spirit and the letter of the law. But beyond that, we must conduct our business in accordance with the highest standards of honesty and integrity wherever we operate. When the law is unclear, we must conduct our business in such a way that we would be proud to have all the facts disclosed.

No matter what job each of us has, we may face ethical questions at one time or another -- in our dealings with supervisors, peers and subordinates; with customers and suppliers; with business partners; and with the governments and the communities where we live and work. These situations continually test our judgment and integrity in the face of changing cultural values and increasing competitive pressures.

Often the test involves asking not only “what is legal” but also “what is proper.” Shortcuts, half-truths, compromises and the expedient never should be allowed to replace what is lawful and ethical.

Peter Robertson
Vice Chairman of the Board
Chairman of the Corporate Compliance Policy Committee

The Chevron Way
Explains who we are, what we do, what we believe and what we plan to accomplish.

“Our company's foundation is built on our values, which distinguish us and guide our actions.”

Our Role and Responsibility

All of us -- whether an employee or member of the board of directors -- must understand and comply with Chevron’s Business Conduct and Ethics Code. There are no exceptions.

All of us must obey the letter and spirit of the law at all times, wherever we live or work. Each of the 180 countries where our company does business has its own laws, regulations and customs. Sometimes there are significant differences among the jurisdictions within a country.

This Code describes proper business conduct in Chevron and provides an overview of several of the most important laws and policies governing that conduct.

Limits
Besides knowing and understanding this Code, each of us must understand the level of authority pertaining to our job. Each of us must act within -- and not overstep -- the limits of that authority.

Some of us have jobs that require more detailed knowledge of particular compliance topics than this Code provides. When this is the case, our managers or supervisors will direct us to the appropriate information in Corporate Policies and the Manual of Compliance Procedures and Guidelines. (Refer to the sidebar for links.)

Guidance
No code or manual can provide definitive answers to all questions. Ultimately, we must rely on our good sense of what adhering to the company's high standards requires – that includes knowing when to seek guidance on the appropriate course of conduct.

We should expect timely and specific guidance from our supervisors, managers, the Corporate Compliance department or designated contact. (Refer to the sidebar for contact information.)

Compliance
Failure to comply with this Code may result in disciplinary action, even termination, depending on the nature and severity of the violation. Likewise, any supervisor, manager, officer or director, who directs, approves, condones or knows about any infraction and does not promptly report and correct it in accordance with this Code or applicable policy, will be subject to disciplinary action that could include termination.

A Corporate Compliance Policy Committee governs our companywide compliance program. Each reporting unit has its own compliance committee (audit committee) to manage the responsibilities specific to that organization. This is also often the case for business units within the reporting units.

Reporting possible violations
Each of us is obligated to promptly speak up if there is any reason to suspect that any one in Chevron or its affiliates has violated or is intentionally or inadvertently violating company policies or local laws or is engaging in any activity that could damage the company's reputation. The company will not tolerate any retaliation for reports made in good faith.

Request Guidance or Voice Concerns
Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

Compliance Hotline
Report any suspected violation or request help to understand the law or our policies. You may remain anonymous. Open 24 hours per day, 7 days a week.

The Compliance Hotline is open 24 hours a day, seven days a week. Anonymous reports are accepted. Employees not fluent in English may use the Hotline’s translation service. (Refer to the sidebar for more information.)

Accounting and Internal Controls

Chevron's accounting records must be prepared with accuracy and honesty, in accordance with company policies and procedures. All entries in our accounting books must be supported by adequate documentation to provide a complete, accurate and auditable record of the transactions they describe.

All of us, not just accountants, have responsibility
Honesty and accuracy are expected not only from our accountants, who record transactions, but also from any of us who contribute to the creation of accounting records through our expense reports, time sheets, job logs and activity reports, for instance.

We also have the responsibility to understand and abide by the authorities that have been delegated to us.

Fair and accurate accounting is essential for managing Chevron's business and maintaining the accuracy and integrity of the company's financial reporting and disclosure, both in reports filed with the U.S. Securities and Exchange Commission and in other public communications. No fund, asset, liability, revenue or expense of Chevron may be concealed or incompletely recorded in any situation or for any purpose.

All of us are responsible for reporting any suspected violations of the company's accounting policies and procedures.

Internal controls
The existence of reliable internal controls is a critical success factor for proper, fair and accurate accounting. Internal controls, if properly designed and in the hands of properly trained employees, not only detect but also actually aid in preventing inefficiency, waste and the improper or fraudulent use of Chevron's funds or assets.

The integrity and completeness of our record-keeping are required by company policy and also by various laws such as the U.S.'s Sarbanes Oxley Act of 2002 (SOX).

Management's responsibility
Each quarter, our chief executive officer and chief financial officer certify the design and operating effectiveness of Chevron's internal controls. This certification is based upon employee compliance with company policies, procedures and, in many instances, performance of various internal controls. The certification is also based upon middle and senior management's assessment of the strengths and weaknesses of those internal controls.

The auditor's role
A strong audit effort by our internal and external auditors not only helps ensure compliance with established policies, procedures and controls but also helps identify potential control deficiencies so they may be corrected promptly.

All of us are required to cooperate fully with internal and external audits. False or misleading statements to auditors will not be tolerated and will constitute a falsification of records. No employee or director may interfere with the audit process or withhold Chevron records.

No tolerance for fraudulent conduct
Engaging in any scheme to defraud anyone -- of money, property or honest services -- violates company policy and the law and carries severe penalties.

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Compliance Hotline
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Those consequences also apply to any dishonest or fraudulent activities, including but not limited to misusing or stealing company assets for personal gain.

The company relies on its internal controls and the personal integrity of all its employees and directors in safeguarding company assets against damage, theft and other unauthorized use.

Avoiding Conflicts of Interest

It is the company's policy that employees and directors may not engage in any activities which conflict with the company's business interests, adversely affect the company's reputation or relations with others, or interfere with the fulfillment of the employee's or director's job responsibilities.

The activities of employees and directors always must be in the best interest of the company. Employees and directors may not compete against the company or use their position or influence or company information, assets or resources for their personal gain or the improper benefit of others. Employees and directors also may not take for themselves opportunities discovered through Chevron property, information or position. All Chevron assets and property should be used only for legitimate business purposes.

Any activity that has the appearance of a conflict of interest -- regardless of whether an actual conflict exists -- must be avoided. Any potential conflict of interest should be reported (Refer to the sidebar.)

As far as conflict of interest is concerned, the activities of immediate family members are considered the actions of the employee or director.

Avoid accepting gifts, fees, favors or other advantages
We are not allowed to receive compensation beyond that provided by Chevron for any services rendered to any person or organization on behalf of Chevron. Therefore, the following are prohibited:

- accepting fees or honoraria in exchange for services provided on behalf of the company;
- accepting gifts or entertainment or any other services of more than nominal value from anyone doing or seeking business with Chevron or any of its affiliate companies;
- benefiting by personal gain, opportunities or advantages through our position within the company or through use of the company's property (including intellectual property), information or influence.

When we believe it may be inappropriate under certain circumstances to reject a gift, we should seek guidance to determine an acceptable course of action.

Accepting or offering bribes and payoffs to induce a business deal violates company policy and may be illegal.

Insider trading is prohibited
In situations when we are aware of confidential nonpublic information concerning Chevron and the parties with which the company does business, we are prohibited from using such confidential information for personal financial gain, such as for purposes of stock trading or any purpose other than for conducting Chevron business.

We must maintain the confidentiality of such information and may not make disclosures to third parties, including members of our families. It is unethical to use nonpublic information for personal financial benefit or to share that information with others who may use it as the basis for making stock trades. Such activity is also illegal in the United States.

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Our Employees

We are our company's most valuable resource and are key to its success.

Diversity is respected
We value the uniqueness of individuals and the various perspectives they provide. We promote diversity within our work force and have an inclusive environment that enables each of us to fully participate and contribute to Chevron's success.

Discrimination is prohibited
It is Chevron's policy to provide equal employment opportunities and to treat employees without bias with regard to race, religion, color, national origin, age, sex, gender identity, disability, status as a disabled veteran, political preference, sexual orientation, membership or non-membership in any lawful organization or other basis prohibited by local laws or regulations.

The company is committed to and follows the laws that prohibit discrimination in employment practices where we operate.

In the United States, discrimination is prohibited in hiring, rate of pay, promotion, demotion, transfer, layoff or termination. Many other countries have similar anti-discrimination laws and comparable programs which ensure employment compliance.

Harassment is prohibited
Chevron is committed to maintaining a work environment where we are able to perform our jobs without physical or verbal harassment because of sex, gender identity, sexual orientation, race, religion, color, age, national origin, disability or veteran status.

Harassment includes offensive, hostile or intimidating words or actions, as well as inappropriate conduct such as sexual advances. Chevron prohibits any form of harassment by or toward employees, contractors, vendors or applicants. Harassment of any kind will not be tolerated.

Employee compensation and tenure
Our company has a "pay-for-performance" philosophy, and its policy is to administer wages and salaries in a manner that will maintain a competitive position sufficient to attract and retain high-caliber personnel, to provide incentive and to reward high-level performance.

While Chevron hopes to provide stable employment, it does not guarantee employment in a specific job or for any particular period of time to any employee, nor is any Chevron employee authorized to make such a guarantee.

Substance abuse policy
The company prohibits:

- use, possession, distribution, purchase or sale of controlled substances (including but not limited to illegal drugs and narcotics, prescription drugs obtained or used without a legal prescription, or other unlawful substances or materials) on its premises while conducting business for the company or while operating company equipment;
- unauthorized use, possession, distribution, purchase or sale of alcohol on company premises, while conducting business for the company or while operating company equipment.

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The company conducts searches and tests for drug and alcohol use where allowed by law.

In many locations worldwide, the company makes available, through Employee Assistance and Worklife Services, resources to assist employees with drug or alcohol problems. For more information, consult the Human Resources Web site or contact your supervisor or local HR business partner.

Workplace violence is prohibited
The company has established a strict policy that prohibits actual or threatened violence against co-workers, visitors or any other persons who are either on our premises or have contact with employees in the course of their duties. Every threat of violence is serious and must be treated as such.

Government Affairs and Political Involvement

Public policy decisions, implemented through laws and regulations at all levels of governments, are increasingly affecting our operations around the world. Those decisions also affect our company's future.

Where permitted, Chevron exercises its right to participate in public policy debates. By using the resources, expertise and opinions of the company and its employees, real value can be added to government decision-making processes.

Our activities must meet high ethical standards and comply with all applicable host government laws and rules. How the company conducts its government affairs program has significant implications for its reputation and ability to work with government officials and other stakeholders to shape public policy.

Lobbying for the company
Lobbying is a term describing an activity aimed at influencing public policy decisions through advocacy and providing information to public officials.

In the United States, lobbying is an essential and constructive part of the political process. When appropriate, the company engages in such activity to influence public policy decisions either by direct communication or by encouraging employees, stockholders and others to communicate with the officials.

Some employees are authorized to act as lobbyists on behalf of the company. Governmental regulations often impose requirements on the company and/or individual(s) to register and/or report their activities.

But regardless of location, any employee or director who represents the company before a public official or prepares information for presentation to an official needs to seek guidance -- even if not registered as an official lobbyist.

Making political contributions
Political contributions concerning elections of any kind, whether monetary or non-monetary (such as a donation of an employee's time to a campaign) must be planned, budgeted, legally reviewed and approved in advance by Policy, Government and Public Affairs, and in certain cases by the Office of the Chairman in accordance with the company's required procedures.

In the United States, corporate contributions to candidates for federal office -- and some state and local offices -- are prohibited. The Chevron Employees Political Action Committee (CEPAC) has been established to support the election of those candidates through campaign contributions.

In other countries, it has been the company's practice to make political contributions only in a limited number of instances, and when so, always in accordance with local laws and customs and approved delegation of authority.

Providing gifts or payments to public officials
Each of us must seek guidance before making any commitments or providing any items of value -- "gifts" -- or payments to public officials, such as honoraria, travel expenses, meals or event tickets. There may be reporting requirements or conflict-of-interest issues.

Engaging in civic and political activities on our own
Chevron encourages us to participate in the political and governmental process and, to the extent permitted by a country's laws and customs, to communicate

Request Guidance or Voice Concerns
Within the U.S., consult the Corporate Law Political Counsel or the coordinator of Political Contributions and Compliance

Outside the U.S., contact Chevron's Policy, Government and Public Affairs personnel in the host country. Also consult the legal counsel associated with your opco or business unit.

Corporate gifts or payments to non-U.S. officials also require advance clearance by the Chief Compliance Officer.

Compliance Hotline
Report any suspected violation.

our views to appointed and elected officials on matters important to us as individuals. However, we cannot identify ourselves as representatives of Chevron or any of its affiliate companies unless we have received prior approval to do so.

Those individuals who voluntarily serve on governmental policy-making or regulatory committees have a special responsibility to avoid any conflict of interest.

Note: Participation in political campaigns during paid working hours or using company facilities for political activities might be construed as a Chevron political contribution. This type of contribution often is considered illegal. In the United States, any such activities must be approved in advance by management and reviewed by the Corporate Law Political Counsel. Outside the United States, approval from management, Corporate Compliance and the legal counsel associated with the opco or business unit is necessary.

Multinational Operations

Wherever Chevron operates, we must respect and conform to each country's unique set of customs and business practices, along with its distinctive laws and regulations.

Special problems may arise when business transactions involve more than one country. In these instances, complying with the laws of one country or following its customs must not violate the laws of another country.

Bribing officials is prohibited
Bribes to officials are strictly against Chevron policy, even if the refusal to make such a payment would result in the company losing a business opportunity.

Virtually every country prohibits the bribery of its own officials. In addition, the United States, through the Foreign Corrupt Practices Act, and many other countries have enacted laws that make it illegal to bribe officials of *other* countries.

A bribe is defined as cash or anything else of value that is offered or given to influence the actions of an official (including an employee of a government-owned company) for the purpose of obtaining or retaining business or securing an improper advantage.

Not only the actual payment of a bribe is prohibited but also any promise, offer or authorization of an actual or proposed payment.

Internal approval is required before a gift or payment can be made to an official, whether inside or outside the United States.

Complying with export controls and import requirements
Many countries have export control laws that restrict trade with other countries and with certain parties. These laws may prohibit or require licenses for exports or other transfers of certain goods, technology or software to specified countries or recipients.

Before exporting goods, software or technology from one country to another, it is important to seek guidance as needed to understand and comply with all of the applicable export control laws pertaining to the proposed export.

Similarly, many countries have specific legal requirements governing the importation of goods and services. Depending upon the type of commodity imported, there may be requirements specific to product marking/labeling, the methodology employed for valuation of imported commodities, and record-keeping. In addition, certain types of commodities may be subject to import restrictions. It is important, therefore, to seek guidance as needed to understand and comply with all applicable import regulations.

Understanding trade sanctions and embargoes
Countries may impose various kinds of trade sanctions and embargoes against other countries or groups of persons.

The scope of trade sanctions and embargoes may vary widely. They may range from specific prohibitions on trade in a specific commodity to a total prohibition of all commercial transactions. It's important to seek guidance regarding any proposed transaction that might be affected by a trade sanction or embargo.

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Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

Compliance Hotline
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Understanding anti-embargo and anti-boycott laws

Some countries have adopted laws prohibiting their people and businesses from participating in or cooperating with certain international trade embargoes or sanctions that have been imposed by other countries.

Perhaps the most prominent examples are the anti-boycott laws of the United States which penalize U.S. companies and their subsidiaries if they participate or cooperate with international boycotts not supported by the United States. U.S. law also requires these companies and subsidiaries to report if they receive a request or proposal to participate or cooperate in such a boycott. Any employee receiving a request of this sort should inform management or Corporate Compliance immediately.

Health, Environment and Safety

Chevron's policy is to maintain the safety and health of people and the quality of the environment where we operate. The Operational Excellence Management System (OEMS) defines the requirements for all parts of Chevron with regard to the systematic management of safety, health, environment, reliability and efficiency to achieve world-class performance in operational excellence.

Recognizing individual responsibility and rights
Ultimately, all of us are responsible for complying with the law and company policy and for fully committing to the requirements of the OEMS in our work activities.

Each of us is committed to working in a way that places the highest priority not only on our own safety but also on the safety of our co-workers, our workplace and the community members and environment where our operations are present.

Each of us has the authority and responsibility to stop -- or not start -- any work activity if hazards or safety problems are suspected.

Complying with the law
Corporate Policy 530 commits Chevron to comply with the spirit and letter of all environmental, health and safety laws and regulations, regardless of the degree of enforcement.

If the company believes that a regulation or government policy is unsound or contrary to law, the company will work through regulatory, legislative or judicial processes to change that regulation or policy. Until regulations or policies are changed, the company must comply with them.

Chevron also works constructively to influence proposed laws and regulations as well the debate on emerging issues.

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Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

Compliance Hotline
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Antitrust/Competition

Antitrust/Competition laws
The purpose of antitrust laws, which are also known as competition or antimonopoly laws outside of the United States, is to ensure a fair and competitive free market system. While Chevron competes aggressively in its many business activities, its efforts in the marketplace must be conducted in accordance with the letter and spirit of the applicable antitrust/competition laws. Most of the countries in which we do business have antitrust, competition or antimonopoly laws that company employees must observe.

Our primary antitrust/competition responsibilities concern Chevron's relations with competitors, customers and suppliers.

Agreements and contacts with competitors
Chevron always must make its pricing decisions independently of its competitors (which may include Chevron distributors with whom we compete). We also must not agree with a competitor to divide customers or territories, to allocate bids or refuse to bid, or to refrain from selling a certain product or service in any geographic region or to any category of customer. These agreements, like price-fixing, are always illegal in the United States and in many other countries in which Chevron does business.

Contact with competitors can give rise to antitrust/competition concerns if they lead to agreements among competitors that unreasonably "restrain trade" -- some examples are the improper agreements referenced in this summary -- or if they simply give the appearance of such agreements. Unlawful agreements do not require a written contract. Courts can infer agreements based on "loose talk," informal discussions, or the mere exchange of information between competitors. Any communication with competitors, no matter how innocent, may form the basis for accusations of improper or illegal conduct.

Any exchange of information between competitors, including benchmarking, raises antitrust/competition concerns, even if the information is obtained through a third-party vendor. While legitimate information exchanges may occur, seek guidance from your organization's attorney.

To minimize the risks arising from contacts with competitors, such contacts should be kept to an absolute minimum. Membership in trade associations is permissible only if approved in advance by management.

In all contacts with competitors, we must avoid discussing pricing policy, terms and conditions, costs, marketing and product plans, market surveys and studies, production plans and capabilities, and any other proprietary or confidential information. If a competitor raises any of these subjects, it is essential to object, stop the conversation immediately and tell the competitor that under no circumstances can these matters be discussed. It may be necessary to leave the meeting. Your organization's attorney must be advised of any such conversation.

Relationships with customers and suppliers
Relationships with customers and suppliers also can be subject to a number of antitrust/competition prohibitions.

Attempts to restrict a customer's reselling activity through agreements on pricing are generally illegal. Agreements with a competitor or customer to refuse to buy from or sell to any person may also be unlawful under U.S. law and the laws of other countries.

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As a general rule, Chevron is allowed to determine by itself that it does not wish to buy from or sell to a particular person. However, such a decision, when reached jointly with others, may be illegal, regardless of its commercial reasonableness.

In addition, the company must not agree with a supplier to limit that supplier's sales to any of Chevron's competitors.

Some other activities that raise antitrust/competition issues are discrimination in prices, terms and services offered to customers, exclusive dealing arrangements with customers or suppliers, and conditioning the purchase of one product on the agreement to also purchase a second, distinct product. No programs involving these activities should be implemented without first consulting your organization's attorney.

Consequence of violations

The consequences of violating the antitrust/competition laws are extremely serious for Chevron and its employees. Violation of antitrust/competition provisions can lead to fines and imprisonment for the individuals involved and to even heavier fines for the company. Moreover, even in the absence of a criminal prosecution, civil antitrust/competition suits may be brought to recover damages and attorneys' fees, including punitive or treble damages in some countries such as the United States.

Whenever you have any doubt as to whether a contemplated action raises issues under the antitrust/competition laws, you should seek advice from your organization's attorney.

Privacy of Information

The collection, maintenance and disclosure of “personal” or “personally identifiable” information affect employees, contractors, directors, customers and all other persons with whom Chevron transacts business.

Chevron respects the confidentiality of information relating to identified or identifiable individuals. Company policy guards against unauthorized or improper disclosure of such information, which includes handwritten or electronic material.

Local management must obtain legal counsel on the requirements for privacy compliance, as privacy laws vary in scope and complexity in different jurisdictions. Local management is also responsible for communicating privacy law requirements to all affected employees and contractors.

Proper administration of personal information
There are generalized procedures in the Manual of Compliance Procedures and Guidelines that pertain to protection and use of personal information. Below are some guidelines employees should particularly note in regard to the management of “personal” or “personally identifiable” information:

- The purposes for which personal data are to be used should be specified. Personal data should only be used to fulfill those stated purposes.
- Personal data should be protected by reasonable security safeguards.
- An individual retains the right to review and challenge information that the company holds in relation to him/her.

Restrictions on external disclosures of personal information
When there is a need to disclose personal information to any external entities, refer to the Manual of Compliance Procedures and Guidelines for further guidance and instructions.

The only personal information that may be released to outsiders inquiring about a person’s employment or credit is the person’s date of employment and most recent job title. Additional information may be released only with the written authorization of the individual.

An employee’s performance shall not be disclosed on behalf of Chevron, even with the subject’s permission. Individuals asked by an employee or contractor to provide such information may write personal letters of recommendation on their own personal -- not the company’s -- stationery.

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Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

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Protection of Information and Intellectual Property

Chevron's information assets are vital resources. They include not only the company's records -- stored on any media and in any format -- but also the systems that store, process or transmit the information. They also include intellectual property, which comprises ideas or concepts such as trade secrets and patents.

Each of us is required to comply with our company's Information Protection and Intellectual Property policies and will be held accountable for noncompliance. Each of us has the responsibility to understand the business value of these assets and the risks associated with any compromise to them.

Proper access and use
Chevron policy safeguards our information assets against theft, unauthorized disclosure, misuse, infringement and indiscriminate handling.

In the course of our work, we may be authorized to view and handle particular information assets. However, unauthorized review, duplication, dissemination or removal, in addition to damage, alteration or improper use, is prohibited and may be grounds for disciplinary action, up to and including termination.

Handling sensitive or proprietary information
Sensitive information includes trade secrets, information that is of a competitive nature or potentially has commercial value, and other information such as customer account details.

Caution and discretion are required in using information categorized as classified, confidential or business sensitive. Such information should be shared only with other Chevron employees who have a legitimate "need to know." Likewise, this information must not be disclosed to persons outside the company, except to parties who have a legitimate "need to know" and have provided sufficient assurances (binding confidentiality agreements) that the information will be properly protected. The same care must be used when handling sensitive information that has been disclosed or entrusted to us by others. Failure to take appropriate care of third party sensitive information could expose us to possibly substantial liability.

Caution must also be used in the handling of third party information that is protected by copyright, such as articles, charts, maps, films and music. We must comply with all laws, regulations and contractual commitments regarding the use of such copyright material. We must not copy, adapt, publish display or perform such copyright material without the permission of the copyright owner, unless such activities are allowed under the "fair use" provisions of the copyright laws.

Retaining or discarding company records
A company record satisfies operating requirements (maintenance logs, service contracts), substantiates a company holding (lease, deed), protects the company's interest in legal actions (product quality test), or complies with governmental regulations (financial reports, injury reports).

Employees are required to follow Chevron's retention policy for all records and other forms of information created or received in the course of their employment. Documents considered "company records" must be retained for the applicable period required by the company's retention schedule.

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Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

Compliance Hotline
Report any suspected violation.

Documents and other forms of information that do not qualify as company records should not be retained past their business needs. Any exceptions should be discussed with a records coordinator or the attorney in the business organization affected.

Retrieving information for litigation purposes
It is the policy of Chevron to respect the judicial process. Anyone involved in litigation discovery (retrieval of documents or other evidence that have been requested for production) must comply with instructions from the company's legal counsel, consult counsel when questions arise, and report noncompliance if it is suspected. All of us are expected to treat litigation discovery as a priority assignment.

Using computer systems and other technical resources
It is everyone's responsibility to ensure that Chevron's computer systems and other technical resources are used appropriately.

It is the individual responsibility of each of us to maintain authentication credentials (password, SmartBadge PIN, etc.) in a secure place and not share them with others. Any activity done under an employee's, director's or contractor's ID is the responsibility of that person. Unauthorized use of passwords, computer systems or programs may be grounds for disciplinary action, up to and including termination of employment.

Using email and the Internet
Computer and telecommunication systems include personal computers, PDAs (such as the Blackberry), minicomputers, telephone systems, Internet access and messaging systems such as email and instant messaging. These systems are to be used only for company business. Incidental personal use is permitted, provided that no unacceptable behaviors are demonstrated. Usage may be monitored by the company, subject to local laws and regulations.

We must use caution when sending email by confirming the address of the intended recipient prior to sending the communication. Messages to email addresses outside the company (i.e., something other than *name@chevron.com*) travel across nonsecure, public lines and may be stored in third-party systems, subject to discovery and/or disclosure. This could result in the loss of confidential data.

Closing Note

Chevron's legal and ethical obligations go beyond what has been discussed in this Code. We are equally concerned with complying with the many other laws and regulations that affect the conduct of our business. If questions arise, whether covered by this Code or not, we should consult our manager, the subject matter specialists within the company, Corporate Compliance, the Law Department or the Compliance Hotline. Our Manual of Compliance Procedures and Guidelines is also a valuable resource for guidance on many compliance issues.

The responsibility for meeting our legal and ethical obligations cannot be fully defined or ensured by any set of written rules, however extensive they may be.

In the end, our confidence must rest, as it always has, upon the honesty, integrity and good sense of each of us.

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Contact your supervisor, your manager, Corporate Compliance or the Compliance liaison or coordinator for your reporting unit.

Compliance Hotline
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Ethical Decision-Making

Ethical decision-making is essential to the success of our company. Every day, we make decisions, big and small, that collectively can have a significant impact on our business results and reputation. Some decisions are obvious and easy to make; others are not. When faced with a difficult situation, we should consider asking ourselves the questions below.

Four "yes" answers are required to qualify an action as ethical and in step with Chevron's values.

1. **Is it legal?**
   If the legality of an action is questionable, don't proceed. Chevron never wants you to break the law. If you need information about the applicable laws, talk with your supervisor, manager or Corporate Compliance.

2. **Is it consistent with company policy?**
   If the proposed action does not comply with company policy, you shouldn't do it.

3. **Is it consistent with The Chevron Way?**
   Think about the action and if it would be consistent with our company's core values.

4. **Would I be comfortable if it were made public?**
   Ask yourself if you would make the same decision if you knew that it would be reported on the front page of tomorrow's newspaper.

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