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Downstream

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January 20, 2015

Mr. Stephen Baiter
Executive Director
CCC Workforce Development Board
300 Ellinwood Way
Pleasant Hill, CA 94523

Re: Advance Notice of Position Relocations and Potential Job Loss

Dear Mr. Baiter,

This letter is to inform you that approximately 100 positions in Chevron's Corporate Human Resources department will be relocating from our Chevron Park facility located at 6001 Bollinger Canyon Road, San Ramon, to Houston.

We are offering relocation benefits to employees, and will assist employees who decline to transfer to find other jobs. However, employees who decline to relocate, and who are unable to find other Chevron employment, will experience job loss.

We are providing significant advance notice to all affected employees and relocations will take place in 2015. For employees who decline relocations and do not find other positions, the earliest lay-offs will occur on December 15, 2015.

These relocations and lay-offs will be permanent (e.g., not temporary). Affected employees do not have bumping rights and are not represented by unions.

We are maintaining a list of affected job titles, the number of affected employees in each job classification, and the anticipated scheduling for our job actions, which we will provide on request.

Please note that the vast majority of our Bay Area employees are outside the scope of this activity and that our intention is for San Ramon to remain home to our corporate headquarters. If you have any questions, please feel free to contact me at (925) 790-6809.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Swindel".

Jeff Swindel