



## 2022 Williams Way to Wellness

The 2022 Williams Way to Wellness Program (the “Program” or the “Wellness Program”) is a voluntary wellness program available to all active employees and certain employees on a leave of absence<sup>1</sup> (“**Eligible Employees**”) and their spouses or domestic partners. A detailed discussion of the terms and conditions of the Program is contained in the 2022 Williams Way to Wellness Incentive Program Rules for U.S. Participants (the “**Wellness Program Rules**”) available at [www.williamswellnessprogram.com](http://www.williamswellnessprogram.com).

**Voluntary Authorization to Collect Medical Information.** If you and/or your spouse or domestic partner choose to participate in the Wellness Program you will be asked to complete a Health Assessment questionnaire that asks a series of questions about your health-related activities and behaviors and whether you have or had certain medical conditions (e.g., cancer, diabetes, or heart disease). You will also be asked to complete a biometric screening. ***You are not required to complete the Health Assessment questionnaire or biometric screening. However, if you and/or your spouse or domestic partner choose to do so, completion of the assessment and/or participation in the health screening will constitute written, voluntary authorization for the Wellness Program to collect this medical information.***

**Protections from Disclosure of Medical Information.** The Wellness Program is required by law (the Health Insurance Portability and Accountability Act or HIPPA) to maintain the privacy and security of your personally identifiable health information (“**PHI**”). Except as required to make a determination with respect to your claim or an appeal, your PHI that is provided in connection with the Wellness Program Health Assessment or biometric screening will not be provided to Williams. Your PHI will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment. Williams may only receive aggregated de-identified health information from the Wellness Program Health Assessment or biometric screening in order to assist it in administering the Wellness Program and its group medical plans.

Your PHI will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the Wellness Program, and you will not be asked or required to waive the confidentiality of your PHI as a condition of participating in the Wellness Program or receiving an incentive. ***All individuals involved with the operation of the Wellness Program will abide by these restrictions.***

You may not be discriminated against in employment because of the medical information you provide as part of participating in the Wellness Program, nor may you be subjected to retaliation if you choose not to participate.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation, please review the Wellness Program Rules or contact Williams Way to Wellness at [williamswaytowellness@williams.com](mailto:williamswaytowellness@williams.com).

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<sup>1</sup>These include employees who are on FMLA leave, STD or Workers Compensation Leave for less than 26 weeks or Military Leave and receiving pay from Williams.