

## Frequently Asked Questions for the 2018 U.S. Health Improvement Incentive Program<sup>1</sup>

(A component of the ConocoPhillips Medical and Dental Assistance Plan)

### PROGRAM OVERVIEW

#### 1. What is the U.S. Health Improvement Incentive Program?

The U.S. Health Improvement Incentive Program is ConocoPhillips' integrated and comprehensive package of confidential health improvement programs. The Program may vary from year to year. These FAQs are only for the 2018 Program year with incentives paid in 2019. The company reserves the right to amend or terminate this Program at any time, in its sole discretion.

#### 2. What are the U.S. Health Improvement Incentive Program dates for 2018?

- The Program will run Jan. 1 through Sept. 30, 2018.
- Incentives are paid in 2019.

#### 3. What actions do I need to take and by when to earn the incentives?

**Step 1:** To be eligible to earn incentives, you must **complete and submit a biometric screening** by Sept. 30, 2018.

- 2018 biometric screenings will be scheduled on-site at various, but not all, ConocoPhillips locations. If you are unable to attend a screening during an on-site event, you may obtain a screening through your personal physician.
- Visit the [Provant Health Solutions](#) scheduling site to register for an on-site event or to download a physician form.
- **You are responsible for ensuring your results are submitted to Provant no later than Sept. 30, 2018. You are not eligible to earn any incentives if you do not complete and submit a biometric screening.**

**Step 2:** Earn the **Healthy Weight, Blood Pressure**, and/or the **Tobacco Free** incentives by meeting the incentive standards listed below by **Sept. 30, 2018:**

#### Healthy Weight - \$600/yr.

- If your biometric screening results indicate your **BMI is less than 30**, you will automatically earn the **Healthy Weight** incentive.
- If your biometric screening results indicate your **BMI is 30 or more**, you must complete a qualifying activity by Sept. 30, 2018 to earn the incentive. See FAQ 18 for qualifying activities.

#### **NEW!** Blood Pressure - \$100/yr.

- If your biometric screening results indicate your **blood pressure is less than 140/90**, you will automatically earn the **Blood Pressure** incentive.

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<sup>1</sup>References to the "U.S. Health Improvement Incentive Program," "Program" or "Medical Plan Incentive Program" in these FAQs, or other communications, means the "2018 U.S. Health Improvement Incentive Program."

- If your biometric screening results indicate your **blood pressure is 140/90 or more**, you must review the blood pressure education material and complete the associated quiz by Sept. 30, 2018 to earn the incentive. See FAQ 19 for more information.

#### **Tobacco Free - \$150/yr. employee; \$150/yr. covered spouse/domestic partner**

- Earn your **Tobacco Free** incentive by attesting, during the 2019 U.S. Annual Benefits Enrollment (fall 2018), that you and/or your covered spouse/domestic partner meet the definition of “tobacco free.”

To earn your incentives, make sure you give yourself enough time to complete your biometric screening AND your qualifying activity (if necessary) by Sept. 30, 2018. Take these steps, and you’ll earn up to \$600 per year for **Healthy Weight**, \$100 per year for **Blood Pressure**, and \$300 per year for **Tobacco Free – that’s up to \$1,000 per year in incentives**. Beginning April 2018, you can visit [hr.conocophillips.com](http://hr.conocophillips.com) and select [Check My Incentive Status](#) in the *Wellness* section to determine your incentive status.

Note: The Medical Plan is committed to helping you achieve your best health status. Incentives for participating in the U.S. Health Improvement Incentive Program are generally available to employees enrolled in the Medical Plan. If you think you might be unable to meet a standard for an incentive under this Program, you might qualify for an opportunity to earn the same incentive by different means. Contact the Benefits Center at 800-622-5501 or 718-354-1344, and we will work with you (and, if you wish, your doctor) to find a reasonable alternative with the same incentive that is right for you in light of your health status.

#### **4. Do I have to participate?**

No. The U.S. Health Improvement Incentive Program is completely voluntary. Neither you nor your eligible dependents are under any obligation to participate. Also, see the [EEOC Notice](#) posted at [hr.conocophillips.com](http://hr.conocophillips.com).

#### **5. Is my private data protected?**

Your personal health information is important and should always be kept confidential. The Medical Plan, and our vendor partners have strict policies in place to protect your privacy rights. All personal health information that you share will remain confidential. Individual health data received through the Program is not known or shared with ConocoPhillips. Aggregate data is compiled and evaluated and will only be used as permitted by law.

#### **6. Why does the Company offer the U.S. Health Improvement Incentive Program?**

ConocoPhillips wants to help you make the right choices to achieve your best health. Focusing on preventing health issues helps keep health care costs under control which benefits both you and the Company. In addition, the Medical Plan rates are determined assuming that all participants earn the incentives. If you do not earn your health incentive, you will pay more for your medical coverage.

## **ELIGIBILITY**

#### **7. Who is eligible to earn incentives under the U.S Health Improvement Incentive Program?**

Regular full-time and part time employees who are paid on the direct U.S. dollar payroll enrolled in the ConocoPhillips Medical Plan in 2019 according to company records (including those employees who are on disability or personal leave and are receiving active employee benefits) are eligible to participate and

earn incentives. Temporary and intermittent employees and those not enrolled as the subscriber in the ConocoPhillips Medical Plan in 2019 are not eligible to earn incentives. See also FAQs 9 and 14.

#### **8. Are my dependent(s) eligible to participate?**

Only the subscriber may certify that their spouse/domestic partner meets the definition of “tobacco free” in order to earn the **Tobacco Free** incentive. Dependents are not eligible to earn the **Healthy Weight** or **Blood Pressure** incentive. However, all dependents age 18 and over that are covered in a ConocoPhillips medical option are eligible for a biometric screening during their annual physical exam. In addition, they are eligible for the Company’s tobacco cessation program through Aetna.

## **PROGRAM DETAILS**

#### **9. How will the incentives be provided to participants?**

Should you qualify, you will receive the incentive(s) in a payroll credit each month in 2019 (up to \$1,000 per year) so long as you continue to stay enrolled in the Medical Plan in 2019.

#### **10. How do I know if I completed my biometric screening and met the incentive standards?**

Beginning April 2018, you can visit [hr.conocophillips.com](http://hr.conocophillips.com) and select [Check My Incentive Status](#) under the *Wellness* section. It takes 10-14 days for your results to be uploaded and reported in the system after an on-site screening event, or a biometric screening form is submitted from your physician.

#### **11. If I had a preventive exam with my physician previously, can I use that information to complete the biometric screening form?**

Any screening results obtained between Oct. 1, 2017, and Sept. 30, 2018 may be used. Remember, the biometric screening form must be **received** by Provant no later than Sept. 30, 2018 to meet the Program requirement and become eligible to earn an incentive.

#### **12. What if I was recently hired by ConocoPhillips or recently repatriated back to the U.S.?**

If your hire date is **on or after June 1, 2018** or you repatriated **on or after June 1, 2018**, and if you are eligible for the U.S. Health Improvement Incentive Program by enrolling in the Medical Plan, you will automatically earn the **Healthy Weight** and **Blood Pressure** incentive for the remainder of 2018 and will also receive credit in 2019. You, and/or your spouse/domestic partner that are covered by a ConocoPhillips medical option will need to certify that you and/or your spouse/domestic partner are “tobacco free” during 2019 Annual Benefits Enrollment (fall 2018) in order to earn the **Tobacco Free** incentive in 2019.

Note: If at the time of your initial benefit enrollment (on or after June 1, 2018), you and/or your covered spouse/domestic partner do not meet the definition of “tobacco free,” you and/or your spouse/domestic partner will have a reasonable period of time to complete a tobacco cessation program and retroactively earn (back to your hire date or your repatriation date) the **Tobacco Free** incentive. Contact the Benefits Center at 800-622-5501 to initiate this request.

#### **13. What if I am an expatriate?**

If you are an expatriate, your 2018 Cigna Global rates will automatically reflect that you earned all the incentives available to U.S. paid/U.S. based employees. No action is required on your part although you are encouraged to participate in local wellness programs.

#### **14. What if I leave the company or retire, will I still receive an incentive?**

No. You must be an active employee to receive the payroll credit.

**15. Who has the final authority and discretion to interpret the U.S. Health Improvement Incentive Program and make determination on all questions relating to this Program, including whether you have met the requirements to receive an incentive?**

The Medical Plan's Benefits Committee or its delegate.

**16. What is the incentive for participating in the biometric screening?**

There is no incentive for participating in the biometric screening. After completing a 2018 biometric screening, you will be eligible to earn the **Healthy Weight, Blood Pressure, and Tobacco Free** incentives. **If you do not complete the biometric screening, you will not be eligible to earn an incentive.** Note, that a biometric screening is not required for your covered spouse/domestic partner.

**17. Where can I obtain a biometric screening form for my physician to complete?**

Visit [Provant Health Solutions](#) scheduling site. The first time you access the scheduling site, you will be prompted to fill in applicable fields (name, email, DOB) and create a password. You will then be directed to the scheduling site homepage where you can download a biometric screening form. Complete the form with your doctor and submit it to Provant via fax: 401-236-6591 or email to [ConocoPhillips@Provant.com](mailto:ConocoPhillips@Provant.com) by **Sept. 30, 2018**. You are responsible for ensuring your results are submitted to Provant by Sept. 30, 2018.

**18. What is a qualifying activity to earn the Healthy Weight incentive if my biometric screening results do not meet the incentive standard of a BMI less than 30?**

Below is a list of qualifying activities and quarters when they are scheduled to be offered. The qualifying activities and calendar may be adjusted. All qualifying activities and their details will be announced on *The Mark*.

- Q1: [HealthyWage](#): Complete the activity and achieve a 5% weight reduction.
- Q2: [Energy in Action!](#): Earn 20,000 points during the eight-week challenge.
- Q2: [Road to Wellness](#): Complete weekly presentations, and associated quizzes. Each session will be recorded and posted on the Road to Wellness webpage for future viewing. Note: You will have the opportunity to watch the recorded sessions and complete the associated quizzes through Sept. 30, 2018.
- Q3: [Naturally Slim](#): Complete 8 of 10 online sessions and submit weigh-ins weekly. Participation is limited and priority will be given to those with a BMI of 25 or over. Those who have participated in the program through ConocoPhillips in previous years are not eligible to participate.
- 5% weight reduction: Show a 5% weight reduction before Sept. 30, 2018 from either your 2017 or 2018 biometric screening. This reduction is automatically calculated by our screening provider.

Note: Your qualifying participation in the above activities will be automatically reported. Additional qualifying activities may be added (or removed) throughout the year. Please check [hr.conocophillips.com](http://hr.conocophillips.com) periodically for any updates to this list. If you completed a pre-approved alternative activity, you are responsible for ensuring that all documentation is received by Sept. 30, 2018.

**19. What is a qualifying activity to earn the Blood Pressure incentive if my biometric screening results do not meet an incentive standard of a blood pressure less than 140/90?**

Review the blood pressure education material and complete the associated quiz posted on [hr.conocophillips.com](http://hr.conocophillips.com). Your qualifying participation will be automatically reported. Additional qualifying activities may be added (or removed) throughout the year. Please check [hr.conocophillips.com](http://hr.conocophillips.com) periodically for any updates. Note: both your systolic and diastolic numbers must meet the criteria of **less than 140/90**. If one of your numbers is out of range, then you must review the blood pressure education material and complete the associated quiz.

**20. My biometric screening results are now better than they were earlier in the year. Can I earn the Healthy Weight and Blood Pressure incentive based on my new numbers?**

Yes. If your numbers have improved (BMI is less than 30 and/or a blood pressure less than 140/90), you may update your results by submitting a biometric screening form. All forms must be received by Sept. 30, 2018 to qualify for the **Healthy Weight** and **Blood Pressure** incentive. See FAQ 17 on how to obtain and where to send the biometric screening form.

**21. What if I have a medical condition that prevents me from meeting an incentive standard?**

If you have a medical condition that makes it unreasonably difficult for you to meet the incentive standard (or if it is medically inadvisable for you to attempt to meet the incentive standard), we will work with you (and, if you wish, your doctor) to find a reasonable alternative. Contact the Medical Plan through the Benefits Center, 800-622-5501. The Medical Plan may request a statement from your doctor about your condition.

**22. What if I am pregnant and therefore do not meet the Healthy Weight incentive standard?**

You may still earn the **Healthy Weight** incentive by completing a qualifying activity as listed in FAQ 18; however, if your medical condition makes it unreasonably difficult for you to meet the incentive standard (or if it is medically inadvisable for you to attempt to meet the incentive standard) contact the Medical Plan through the Benefits Center at 800-622-5501 to request a reasonable alternative. Please remember a biometric screening is required to be eligible to earn any incentives. Also, you are still required to meet the **Blood Pressure** and **Tobacco Free** incentive criteria to earn the respective incentive.

**23. What is the definition of “tobacco free”?**

For purposes of this year’s **Tobacco Free** incentive, the Medical Plan adopted the term “tobacco free” to mean “using tobacco products, such as smokeless tobacco, cigars, cigarettes, electronic cigarettes or other products that contain nicotine, **one time or less a month, for the last six months.**” If you are not “tobacco free,” at the time of your certification (during 2019 Annual Benefits Enrollment (fall of 2018)), but you have completed a tobacco cessation program during the current calendar year, you are considered “tobacco free.”

**24. How will you know if I am or my covered spouse/domestic partner is “tobacco free”?**

All employees will be asked during the 2019 Annual Benefits Enrollment (fall 2018) to certify they are “tobacco free,” and certify their spouse/domestic partner who is covered in a ConocoPhillips medical option is “tobacco free”. Please remember all employees are subject to the ConocoPhillips Code of Business Ethics and Conduct while participating in the U.S. Health Improvement Incentive Program including at the time of certifying for incentives.

## **25. How do dual career company couples earn the incentives?**

If two employees are covered under one employee's medical coverage, then that employee (the subscriber) will need to complete the biometrics and has the opportunity to earn the **Healthy Weight** and **Blood Pressure** incentive. The subscriber will also have the opportunity to certify that he/she is "tobacco free" and certify their spouse/domestic partner is "tobacco free".

If two employees are covered as individuals in the Medical Plan, then they each have the opportunity to earn the **Healthy Weight, Blood Pressure** and **Tobacco Free** incentives and may complete incentive standards separately.

## **26. What type of tobacco cessation program satisfies the requirement to earn the Tobacco Free incentive?**

To satisfy the requirement to earn the **Tobacco Free** incentive, you can participate in the company's tobacco cessation program through Aetna, a physician-directed program, or a community resource program that helps support tobacco cessation. To participate in the company's tobacco cessation program, contact Aetna at (866) 213-0153 Monday to Friday 7:00 a.m. to 9:00 p.m. Central Time.

## **KEY RESOURCES**

### **27. What are my resources to help with questions?**

- Email the [US Health Incentive](#) mailbox for general incentive information and questions.
- Contact **Provant Health Solutions** for questions regarding onsite biometric screenings or Biometric Screening Form submissions: **Toll-Free Phone: 877-239-3557**.
- Contact the **Benefits Center** for general information, eligibility and contributions: **Toll-Free Phone: 800-622-5501 or 718-354-1344**.