



ConocoPhillips Company
925 North Eldridge Parkway
Houston, TX 77079

February 2024

Dear Participant:

This supplement is a legally required Summary of Material Modifications ("SMM") to the ConocoPhillips Group Variable Universal Life Plan ("GVUL")¹, a component plan of the ConocoPhillips Employee Welfare Benefit Plan. When combined with the Summary Plan Description ("SPD") dated January 1, 2021, these documents summarize the terms of GVUL and all amendments related to GVUL through January 1, 2024. The current changes are described below with reference to the specific page of the 2021 SPD. You should review this information carefully. Please retain this SMM with your 2021 SPD. You do not need to take further action due to this document.

1. On the cover page, and pages 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 13, 14 and 15 of the SPD delete "Insurance" from "Group Variable Universal Life Insurance," "ConocoPhillips Group Universal Life Insurance Plan," and "Group Universal Life Insurance Plan."
2. On page 4 of the SPD, in the "Contact Information" section, the information under "Contact/Address" for the Benefits Center is deleted and replaced with the following:

"Benefits Center

P.O. Box 770

Monroe, WI 53566-0770

- Visit hr.conocophillips.com to see benefit plan information
- Visit HR Express (for active employees only) or <http://hr.conocophillips.com/contacts-resources/mybenefits> for personal and benefit plan information"

3. On page 4 of the SPD, in the "Contact Information" section, the email information under "Email (via Web for employees)" is deleted and replaced with the following:

"<http://themark.cop.com> or

<http://hrexpress.cop.com>"

4. On page 5 of the SPD, in the "Who is Eligible" section, footnote 1 is deleted and replaced with the following:

"¹Regular part-time employees must be scheduled to work on average at least 20 hours per week."

¹ The GVUL was formerly titled the "ConocoPhillips Group Universal Life Insurance Plan."

5. On page 14 of the SPD, add a call-out box with the following:

“√Any actions related to the Plan for which you can file suit in a federal court must be brought in a federal court in Harris County, Texas.”

6. On pages 6, and 7 of the SPD change “Group Life Insurance Plan” to “Group Life Plan.”

7. On page 14 of the SPD, the “ERISA Plan Information” section is deleted and replaced with the following:

“ERISA Plan Information

The Plan is governed by the Employee Retirement Income Security Act of 1974 (ERISA), as amended - and is subject to its provisions.

The ConocoPhillips Group Variable Universal Life Plan is a component plan of the ConocoPhillips Employee Welfare Benefit Plan.

Type of Plan	Welfare benefit plan providing group variable life or group universal life coverage
Plan Number	502
Plan Year and Fiscal Records	Jan. 1 – Dec. 31
Plan Funding/Sources of Contributions	Benefits are funded through insurance contracts. The costs are paid entirely by participating employees.”

8. On page 15 of the SPD in the “Glossary” section, the definition of “annual pay” is deleted and replaced with the following:

“annual pay: For Group Variable Universal Life, pay means base salary.”

ConocoPhillips is committed to making sure you have the information you need to understand your health and welfare benefits. If you have questions, please contact the ConocoPhillips Benefits Center at 800-622-5501 or 718-354-1344.

Sincerely,

U. S. Benefits

Please note, this SMM reflects the only changes being made to the SPD, and all other language in the SPD is not affected by this SMM. Also note, your receipt of this SMM does not necessarily mean you are eligible for or participating in this plan. To be eligible to participate in a particular plan, you must meet the eligibility requirements outlined for that plan. ConocoPhillips reserves the right to amend or terminate a plan at any time in its sole discretion.