

## **U.S. Volunteer Grant Program Guidelines**

The U.S. Volunteer Grant Program is one of the ways ConocoPhillips supports eligible employees, board members and retirees in their efforts to contribute to the well-being of their communities. With this program, you can maximize your volunteer time with eligible charitable organizations.

### **Online Volunteer Grant Program**

The application process for the Volunteer Grant Program is administered online. The online system streamlines administration, reduces turnaround time and assists the company in adhering to IRS guidelines. The online system also provides an efficient way of submitting and tracking gifts throughout the year.

### **Volunteer Grant Program Guidelines**

It is the donor's responsibility to review the guidelines prior to applying for a grant. Becoming familiar with the guidelines will assure gift eligibility and that the primary purpose of this program is achieved.

These guidelines are subject to change at any time without prior notification.

ConocoPhillips reserves the right to decline requests to organizations that might represent a conflict of interest with ConocoPhillips' business interests or its reputation or relationship with others.

## **Volunteer Grant Program Guidelines**

### **Who is eligible to participate?**

- All regular full-time U.S. paid employees of ConocoPhillips Company and any of its designated U.S. affiliates or wholly owned subsidiaries who are based in the United States, and domestic employees on expatriate assignment who are paid in U.S. dollars.
- Former employees who retired from ConocoPhillips Company having met retiree eligibility requirements under their applicable retirement plan, and retired board members, who are not:
  - a) Actively employed full-time elsewhere, including self-employment, or
  - b) Eligible to participate in another company's volunteer grant program offered to employees or retirees.
- Active members of the Board of Directors of ConocoPhillips.
- All decisions on the eligibility of participants are at the sole discretion of ConocoPhillips Company.

### **Who is not eligible to participate?**

- Employees and retirees of less than 50% owned affiliates of ConocoPhillips.

- Retirees, including retired board members, who are:
  - a) Actively employed full-time elsewhere, including self-employment, or
  - b) Eligible to participate in another company's volunteer grant program offered to employees or retirees, or
  - c) Retired from ConocoPhillips at the time of the split and began employment with Phillips 66 on or after May 1, 2012, or
  - d) Retired from Phillips 66 after May 1, 2012.
- Spouses and domestic partners and surviving spouses and domestic partners of ConocoPhillips Company employees, retirees and board members.

### **Which organizations qualify to receive a volunteer grant?**

- Most non-profit charitable organizations that are recognized by the U.S. Internal Revenue Service both as tax-exempt under Section 501(c)(3) of the Internal Revenue Code and as public charities.
- U.S. local and state government owned and operated entities such as public schools, publicly owned and operated museums, public libraries and zoos.
- Accredited educational institutions that are exempt from federal taxes under Section 501(c)(3) of the Internal Revenue Code.

### **What types of volunteer grants are available?**

- **Individual Grants**

Eligible employees, board members and retirees may apply for two \$500 individual grants per calendar year. Each grant requires 20 hours of volunteer service. Volunteer hours may not be carried over from year to year.

- **Team Grants**

A team of four or more eligible employees, board members or retirees, volunteering on a specific project, may apply for a team grant of \$1,000. Each team grant requires a combined total of at least 40 hours of volunteer service at the same location on the same date. Volunteer hours may not be carried over from year to year.

Organizations are eligible to receive a maximum of \$6,000 per year under the Volunteer Grant Program in any combination of Individual or Team grants.

### **How do I apply for a volunteer grant?**

Active employees and board members must submit a volunteer grant applications online through the Volunteer Grant Program Portal on the Company intranet. Eligible retirees, including retired board members, must submit their request online by visiting [www.cybergrants.com/conocophillips/donor](http://www.cybergrants.com/conocophillips/donor). Your employee ID number is required to access the online system.

### **Is there a deadline for a volunteer grant?**

Eligible participants have until January 31 to enter grant requests for hours volunteered in the previous year. Requests not submitted by January 31 for hours volunteered in the previous year will not be eligible.

### **Important Volunteer Grant Program Administrative Conditions and Disclosures**

Make sure that you are familiar with these Volunteer Grant Program rules. Failure to abide by these rules or providing any false or misleading information in connection with a matching gift request could result in disciplinary action up to and including termination, as well as possible civil or criminal liability.

ConocoPhillips reserves the right, in its sole discretion, to discontinue funding and to demand the return of all or any portion of the volunteer grant amount and any income earned thereon if you provide us with any false or misleading information or make any misrepresentations in connection with a request for a volunteer grant.

ConocoPhillips is under no obligation by reason of any participant's application to the program to provide a grant and we reserve the right to decline to grants to organizations that might represent a conflict of interest with ConocoPhillips' business interests or its reputation or relationship with others.

ConocoPhillips conducts random reviews of organizations receiving grants from our Volunteer Grant Program to ensure the process adheres to stated guidelines and our commitment to corporate social responsibility. Organizations selected for review will be required to provide records to verify receipt of individual donations for each participant and such other documents as we consider necessary to verify compliance with our program guidelines.

ConocoPhillips may modify, suspend or terminate the Volunteer Grant Program at any time without prior notice. The interpretation, application and administration of the program shall be determined by the management of ConocoPhillips' Community Relations, whose decision is final.