U.S. Adoption Assistance Program Policy

Effective date: 10/01/2013
Revision date: 09/01/2019 – Formatting changes only.

Purpose

The Adoption Assistance Program provides financial assistance to help cover the cost of adopting a child and reinforces ConocoPhillips' commitment to enhance family life.

Eligibility

The Adoption Assistance Program applies to regular full-time and regular part-time ConocoPhillips employees, if they are the adopting parent.

General Provisions

- Financial assistance is available for: an adoption completed through an agency, the adoption of a relative such as a stepchild, or an international adoption.
- Adoption-related expenses, regardless of payment date, will be covered up to a maximum of $3,000 per adopted child for regular full-time employees. For regular part-time employees, a proration of the $3,000 per child is allowed, based on the number of hours the employee is scheduled to work.
- Eligible expenses include: agency fees, placement fees, legal fees, court costs, reasonable and necessary foster care before placement of a child, and medical expenses of the birth mother and of the child.
- Ineligible expenses not reimbursed include: travel, lodging, and voluntary donations to a nonprofit agency or to a birth mother.
- When a husband and wife are both employed by the company, only one eligible payment per adoption will be made to a family.
- An adoptee must be under age 18 at the time a court order affecting the adoption is entered.
- As it pertains to Foreign Adoptions, employees must provide one of the following three items:
    - Decree of adoption or guardianship by a "competent authority" of a foreign country.
    - One of the simple adoption Visas (IR2, IR3 or IR4).
    - A U.S.-issued Social Security number (of the child being adopted).

Administration of Benefit

- The Adoption Assistance Reimbursement Form with supporting itemized bills attached must be submitted with a copy of the final adoption decree.
- A Reimbursement Request must be submitted no later than six months after receipt of the final adoption decree to qualify for reimbursement.
- Reimbursement will be included with the employee's regular paycheck.
- This payment is taxable as ordinary income and is not tax-protected by ConocoPhillips.

Questions

If you have questions, contact [HR Connections](). For immediate assistance, call 877-812-7547.

ConocoPhillips

Adoption Assistance Reimbursement Form

REQUEST MUST BE SUBMITTED NO LATER THAN SIX MONTHS AFTER RECEIPT OF FINAL ADOPTION DECREE.

EMPLOYEE INFORMATION

_____
Name

_____
Social Security No.

_____
Address

_____
Business Telephone Number and Location

ADOPTED CHILD'S INFORMATION

_____
Child's Name

_____
Social Security No.
(Optional for U.S. Adoptions)

_____
Birth Date

_____
Date Adoption Finalized

$ _____
Total Requested Reimbursement:

Required Attachments – Final Adoption Decree & Eligible Expense Documents

_____   _____
Employee Signature   Date

_____   _____
Return to: HR Connections   Approved
              P.O. Box 5500
              Bartlesville, OK 74005 _____
                                      Date

                                      $ _____
                                      Amount