

## **ADOPTION ASSISTANCE PROGRAM**

Effective: October 1, 2013

Updated: August 1, 2014

### **I. 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.

### **II. ELIGIBILITY**

- The Adoption Assistance Program applies to regular full-time and regular part-time ConocoPhillips employees, if they are the adopting parent.
- 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 employee. For a regular part-time employee 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 non-profit 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 Visa's (IR2, IR3 or IR4)
  - A U.S. issued social security number (of the child being adopted)

The Company reserves the right to determine eligibility for benefits and to interpret the provisions of the Adoption Assistance Program. The Company also reserves the right to modify, amend, suspend, or terminate this program at any time.

### **III. 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 not later than 6 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.

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# ADOPTION ASSISTANCE REIMBURSEMENT FORM

REQUEST MUST BE SUBMITTED NO LATER THAN 6 MONTHS AFTER RECEIPT OF FINAL ADOPTION

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone

Number & 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: Adoption Assistance Coordinator  
Payroll  
P.O. Box 6-660  
Bartlesville, OK 74004  
Phone: 877-81-ASK HR

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Amount: \$\_\_\_\_\_

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