

**Frequently Asked Questions for the
2024 U.S. Health Improvement Incentive Program¹**
A component of the ConocoPhillips Employee Medical Plan (Medical Plan)

PROGRAM OVERVIEW

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

The U.S. Health Improvement Incentive Program (Program) is ConocoPhillips' integrated and comprehensive package of confidential health improvement programs. The Program may vary from year-to-year. Please note this year's program requirements are similar to last year's. These FAQs are only for the 2024 Program year with incentives paid in 2025. 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 2024?

- The Program will run Jan. 1 through Sept. 30, 2024.
- Incentives are paid in 2025.

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, 2024.**

- 2024 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 or at a Quest Diagnostics Patient Service Center.
- Visit the [Quest Diagnostics](#) scheduling website to register for an on-site event, download a physician form or schedule a screening at a Quest Diagnostics Patient Service Center.

You are responsible for ensuring your results are submitted to Quest Diagnostics no later than Sept. 30, 2024. You are not eligible to earn incentives if you do not complete and submit a biometric screening before the deadline. Note: If you want to use a fit-for-duty screening completed between Oct. 1, 2023 and Sept. 30, 2024, you will need to download the form from Quest Diagnostics and have it completed by the representative who administered the screening. Pre-screenings completed as part of the onboarding process with ConocoPhillips do not transfer, and a separate biometric screening is required.

Step 2: Earn the **Healthy Weight, Blood Pressure, Cholesterol, Mental Well-being** and/or the **Tobacco Free** incentives by meeting the incentive standards listed below by **Sept. 30, 2024:**

¹References to the "U.S. Health Improvement Incentive Program," "Program" or "Medical Plan Incentive Program" in these FAQs, or other communications, means the "2024 U.S. Health Improvement Incentive Program."

Healthy Weight - \$250/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, 2024 to earn the incentive. See FAQ #19 for qualifying activities.

Blood Pressure - \$250/yr.

- If your biometric screening results indicate your **blood pressure is less than 140/90**, you will automatically earn the **Blood Pressure** incentive.
- 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, 2024 to earn the incentive. See FAQ #20 for more information.
- Note: both your systolic and diastolic numbers must meet the criteria of less than 140/90. If one of your blood pressure numbers is out of range, then you must review the blood pressure education material and complete the attestation.

Cholesterol - \$250/yr.

- If your biometric screening results indicate your **non-HDL cholesterol is less than 130 mg/dl**, you will automatically earn the **Cholesterol** incentive.
- If your biometric screening results indicate your **non-HDL cholesterol is 130 mg/dl or more**, you must review the cholesterol education material and complete the associated quiz by Sept. 30, 2024, to earn the incentive. See FAQs #21 and #29 for more information.

Mental Well-being - \$150/yr.

- Earn your **Mental Well-being** incentive by:
 - Reviewing at least two focus areas on the [Healthy Minds](#) Platform and complete an attestation through the Learning app in Workday that states you completed the focus area requirements, **OR**
 - Participating in at least one of the self-guided programs through eMLife and complete an attestation through the Learning app in Workday that states you completed the self-guided requirements. See FAQ #25 for more information.

Tobacco Free - \$150/yr.

- Earn your **Tobacco Free** incentive by attesting, during the 2025 U.S. Annual Benefits Enrollment (fall 2024), that you meet the definition of "tobacco free." See FAQs #26 and #28 for more information.

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, 2024. Take these steps, and you'll earn up to \$250 per year for **Healthy Weight**, \$250 per year for **Blood Pressure**, \$250 per year for **Cholesterol**, \$150 **Mental Well-being** and \$150 per year for **Tobacco Free** – **that's up to \$1,050 per year in incentives.**

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 My Benefits at 800-622-5501 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 and considers your health status.

4. Do I have to participate?

No. The U.S. Health Improvement Incentive Program is completely voluntary. You are not under any obligation to participate. Also, see the [EEOC Notice](#) posted at 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.

Note: ConocoPhillips does not track your activity or store any data related to your activity on the Healthy Minds Learning page and eMLife. The only item that is saved for incentive purposes is the completion of your attestation.

6. Why does the company offer the U.S. Health Improvement Incentive Program?

ConocoPhillips wants to help you achieve your best health. Focusing on preventing health issues also helps keep health care costs under control, which benefits both you and the company. In addition, the Medical Plan rates are determined assuming that participants earn the incentives. If you do not earn your incentives in the Program, 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 ConocoPhillips employees who are paid on the direct U.S. dollar payroll 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 interns are not eligible to earn incentives. See also FAQs #9, #13 and #15.

Note: You must be enrolled in the ConocoPhillips Employee Medical Plan in 2025 to receive any incentive credits.

8. Are my dependents eligible to participate?

Dependents are not eligible to earn any of the Health Improvement Incentives. However, all dependents 18 years of age and older that are covered under a ConocoPhillips medical option are eligible for a biometric screening during their annual physical exam. In addition, covered dependents are eligible for the company's tobacco cessation program, and covered spouses are eligible to participate in the Naturally Slim program by requesting participation through Blue Cross Blue Shield of Texas.

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 2025 (up to \$1,050 per year) so long as you continue to stay enrolled in the ConocoPhillips Employee Medical Plan in 2025.

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

Once you complete a biometric screening, you will receive an email from Quest Diagnostics advising that your screening results are ready to be viewed. *Note: Quest Diagnostics does not provide the status of your incentives.*

You will also receive an email confirmation from *My Benefits* with a link that will direct you to your *My Benefits* page to review the status of your incentives. It could take up to a month for your results to be uploaded and reported in the system after an on-site screening event, or after a biometric screening form is submitted from your physician. Also, during Annual Benefits Enrollment (fall 2024), your credits will be visible on the enrollment page.

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, 2023, and Sept. 30, 2024, may be used. Remember, the biometric screening form must be received by Quest Diagnostics no later than Sept. 30, 2024, to meet the Program requirement and become eligible to earn an incentive. See also FAQ #18.

12. What if I was recently hired by ConocoPhillips, repatriated back to the U.S. or met substantial presence?

If your hire date is **on or after June 1, 2024**, or you repatriated **on or after June 1, 2024**, and if you are eligible for the U.S. Health Improvement Incentive Program by enrolling in the employee Medical Plan, you will automatically earn the **Healthy Weight, Blood Pressure, Cholesterol and Mental Well-being** incentives credit for the remainder of 2024. And if you remain enrolled in the employee Medical Plan in 2025, you will also receive the incentives credit in 2025. You will need to certify that you are "tobacco free" during 2025 Annual Benefits Enrollment (fall 2024) to earn the **Tobacco Free** incentive in 2025.

Note: If at the time of your initial benefit enrollment (on or after June 1, 2024), you do not meet the definition of "tobacco free," you 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 My Benefits at 800-622-5501 to initiate this request.

13. What if I am an intern, temporary or intermittent employee that becomes an employee on or after June 1, 2024?

If your status changes to a regular full-time or part-time employee on or after June 1, 2024, and if you are eligible for the U.S. Health Improvement Incentive Program by enrolling in the employee Medical Plan, you will automatically earn the **Healthy Weight, Blood Pressure, Cholesterol and Mental Well-being** incentives for the remainder of 2024 and will also receive credit in 2025. You will need to certify that you are "tobacco free" during 2025 Annual Benefits Enrollment (fall 2024) to earn the **Tobacco Free** incentive in 2025.

*Note: If at the time of your initial benefit enrollment (on or after June 1, 2024), you do not meet the definition of "tobacco free," you will have a reasonable period of time to complete a tobacco cessation program and retroactively earn (back to your change in status date) the **Tobacco Free** incentive. Contact My Benefits at 800-622-5501 to initiate this request.*

14. What if I am an expatriate?

If you are an expatriate, your 2024 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.

15. 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.

16. 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 delegates.

17. What is the incentive for participating in the biometric screening?

You will not receive a direct incentive for participating in the biometric screening. However, after completing a 2024 biometric screening, you will be eligible to earn the **Healthy Weight, Blood Pressure, Cholesterol, Mental Well-being** and **Tobacco Free** incentives. ***If you do not complete the biometric screening, you will not be eligible to earn an incentive.***

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

Visit [Quest Diagnostics](#) scheduling website. The first time you access the scheduling website, you will be prompted to establish an account by filling in the applicable fields (name, employee number and date of birth) and create a password. You will then be directed to the scheduling website homepage where you can download a biometric screening form. Complete the form with your doctor and submit it to Quest Diagnostics via fax: 844-560-5221 or use the preferred method and upload your form to the Quest Diagnostics website for processing by Sept. 30, 2024. **You are responsible for ensuring your results are submitted to Quest Diagnostics by Sept. 30.**

Note: If you have already completed a screening for the year and you want to submit updated results, you must send an email to [U.S. Health Improvement Incentive Program](#) requesting the original results be archived. Once the prior 2024 records have been archived, you will be able to access the form and submit your new results. Please remember, you are responsible for ensuring your results are submitted to Quest Diagnostics by Sept. 30.

19. 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 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](#)
- Q2: [SPIRIT of Wellness](#)
- Q1, Q2, & Q3: [Nutrition Roadmap Series](#)
- Q2 & Q3: [Wondr Health](#)

Additionally, you can show a 5% weight reduction before Sept. 30, from either your 2023 or 2024 biometric screening.

- Your historical results will be visible in your Quest Diagnostics account. You may show a 5% reduction by:
 - Submitting 2023 and 2024 results (from Oct. 1, 2023, through Sept. 30, 2024) from your biometric screenings (you may print this information from your Quest Diagnostics account); **OR**
 - Submitting your 2023 results along with a completed [attestation form](#) if the current weight is different from your 2024 biometric screening results; **OR**
 - Submitting your 2024 results along with a completed [attestation form](#) if the current weight is different from your 2024 biometric screening results.

You MUST submit documented results to the [U.S. Health Improvement Incentive Program](#) mailbox by Sept. 30, 2024. Quest does not automatically calculate weight reduction.

Note: Your qualifying participation in the above activities will be automatically reported (excluding the 5% weight reduction.) Additional qualifying activities may be added (or removed) throughout the year. Please check 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, 2024.

20. 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 attestation posted on hr.conocophillips.com by Sept. 30, 2024. Your qualifying participation will be automatically reported. Additional qualifying activities may be added (or removed) throughout the year. Please check 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 blood pressure*

numbers is out of range, then you must review the blood pressure education material and complete the associated attestation.

21. What is a qualifying activity to earn the Cholesterol incentive if my biometric screening results do not meet an incentive standard of non-HDL cholesterol less than 130 mg/dl?

Review the [cholesterol education material](https://hr.conocophillips.com) and complete the associated quiz posted on hr.conocophillips.com by Sept. 30, 2024. Your qualifying participation will be automatically reported. Additional qualifying activities may be added (or removed) throughout the year. Please check hr.conocophillips.com periodically for any updates.

22. My biometric screening results are now better than they were earlier in the year. Can I earn the Healthy Weight, Blood Pressure and Cholesterol incentives 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 and/or a non-HDL cholesterol less 130 mg/dl), you may update your results by submitting a new biometric screening form. All forms must be received by Sept. 30, 2024, to qualify for the **Healthy Weight, Blood Pressure and Cholesterol** incentives. See FAQ #18 on how to obtain and where to send the biometric screening form.

23. 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 *My Benefits*, 800-622-5501. The Medical Plan may request a statement from your doctor about your condition.

24. 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 #19; 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 *My Benefits* 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, Cholesterol, Mental Well-being** and **Tobacco Free** incentive criteria to earn the respective incentives.

25. How do I earn my Mental Well-being incentive?

You may earn your **Mental Well-being** incentive by completing one of the two qualifying activities listed below:

- Review at least two focus areas on the [Healthy Minds](#) page and complete the course attestation through *the Learning app in Workday*. The link for the attestation is located on the Healthy Minds page and takes you to *the Learning app in Workday* to attest that you completed the focus area requirements by Sept. 30, 2024.

- Participate in at least one of the self-guided programs through eMLife and complete an attestation through the Learning app in Workday. The link for the attestation will be located on the Wellness Page of hr.conocophillips.com. The attestation states that you completed the self-guided requirement by Sept. 30, 2024.

Please remember all employees are subject to the ConocoPhillips Code of Business Ethics & Conduct while participating in the U.S. Health Improvement Incentive Program, including at the time of certifying for incentives.

26. What is the definition of “tobacco free”?

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 2025 Annual Benefits Enrollment (fall of 2024), but you have completed a tobacco cessation program during the current calendar year, **no later than Sept. 30, 2024**, you are considered “tobacco free.” The Tobacco Free incentive may only be earned by an eligible employee – not a dependent or spouse.

27. 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 biometric screening and earn the **Healthy Weight, Blood Pressure, Cholesterol and Mental Well-being** incentives. The subscriber also must certify that he/she is “tobacco free” to receive the **Tobacco Free** incentive.

If two employees are covered as individuals in the Medical Plan, they can each earn the **Healthy Weight, Blood Pressure, Cholesterol, Mental Well-being** and **Tobacco Free** incentives and may complete incentive standards separately.

28. 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 either the company’s tobacco cessation program through Blue Cross Blue Shield of Texas, a physician-directed program or a community resource program that helps support tobacco cessation. To participate in the company’s tobacco cessation program, contact Health Advisory Solution of Blue Cross Blue Shield of Texas at 800-343-4709 Monday to Friday 7:00 a.m. to 9:00 p.m. Central time.

KEY RESOURCES

29. What are my resources to help with questions?

- Email the [U.S. Health Improvement Incentive Program](#) mailbox for general incentive information and questions.
- Contact **Quest Diagnostics** for questions regarding onsite biometric screenings or Biometric Screening Form submissions: **Toll-Free Phone:** 855-623-9355.
- Contact *My Benefits* for general information, eligibility and contributions: **Toll-Free Phone:** 800-622-5501.