

You +

ConocoPhillips

March 2018

At ConocoPhillips, we are committed to making sure your transition from student life to a ConocoPhillips employee or intern is as seamless and enjoyable as possible. That's why we're bringing you a monthly overview of company news and information to help you prepare. It's not just you—it's *You +*.

You + Pre-employment Process (PEDD)

Approximately 90 days before your start date, you will receive several emails regarding the pre-employment process or PEDD. These emails might be redirected to your spam folder, so please be sure to look out for them. It is necessary for you to complete and respond to all required requests in a timely manner to ensure that you are able to start working on your scheduled start date. In fact, the sooner you can finish the requirements, the better.

The required forms include:

- + **Drug Screen** – An email will be sent to you regarding the required drug screen, the approved clinic name, address, phone number and the window of time in which testing must be completed.
- + **Background Check & I-9 Verification Forms** – As part of our commitment to providing a safe work environment, all new employees are required to submit and pass a background check and complete an I-9 Verification Form. This email will come from HireRight. The required information should be completed within three days of receiving the email.
- + **Payroll** – We offer direct deposit for all employees.
 - o Interns – your form will be sent with your other PEDD material.
 - o New Hires – you will receive your direct deposit and other benefit enrollment forms during your new hire orientation on your first day.

Remember, all items above must be successfully completed before you can begin work. You can help ensure all communications are delivered to you on time by keeping your contact information up to date on your ConocoPhillips [career profile](#).

If you have any questions about PEDD, contact HR Connections at 877-812-7547.

SPIRIT Value Spotlight

ConocoPhillips' SPIRIT Values set the tone for how we behave with all our stakeholders, internally and externally. They are a source of pride and shared by everyone in our organization. Additionally, they are recognized throughout the industry and distinguish us from our competitors.



RESPONSIBILITY

We are accountable for our actions. We are a good neighbor and citizen in the communities we operate.

Approximately 9,000 people participated in the 31st Annual Rodeo Run, presented by ConocoPhillips, on Feb. 24. Throughout its history, the event has contributed more than \$5 million to support the Houston Livestock Show and Rodeo's community programs. Read more about the event [here](#).



ConocoPhillips Technical App & Portfolio Consultant Pilar Whitworth took first place overall among females in the highly competitive 10K race.

Frequently Asked Questions

What will my work week look like?

The standard schedule at ConocoPhillips is Monday through Friday, eight hours per day, totaling 40 hours per week. In addition, we have two alternative flexible work schedules that may be available to you:

- + **9/80** – Employees work nine hours per day Monday through Thursday, and on alternate Fridays either work eight hours or are scheduled off.
- + **19/30** – Employees work an extra 30 minutes each day during the month and can choose, with prior supervisory approval, which day of that month they want as their "day off."

In addition to the three work schedules, nine paid holidays are observed on an annual basis. Those employees participating in the standard or 19/30 work schedules also observe a floating holiday.

Need Summer Housing?

- + Many ConocoPhillips employees have rental properties or are willing to let you rent a room in their home for the duration of the summer. Over the last several years, this has been a popular housing option for many interns.

For more information, click [here](#) to find current available listings.

ConocoPhillips Chief Economist Recognized as Influential Woman in Energy

Chief Economist Helen Currie was recently honored as one of *Oil and Gas Investor's* 25 Influential Women in Energy. Currie was among honorees recognized for their outstanding accomplishments, leadership ability and service to both the community and industry. Click [here](#) to read more about Helen's career and her advice for other women in the industry.



2017 Annual Report and 2018 Fact Sheets

Two key company publications, the [annual report](#) and [fact sheets](#), are now available. In this year's letter to shareholders, Ryan Lance addresses the strategic changes the company has made to position ourselves for long-term success through the cycles. The company fact sheets provide details on our six operating segments, global exploration, and an overview of several company – wide programs.

In the News

- + **ConocoPhillips makes an appearance on Forbes' Top 100 Best Employers for Diversity.** Read more [here](#).
- + **Americas Oil Export Boom is one for the history books.** Read more [here](#).

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