

## **Audit and Finance Committee Charter**

### **Purpose**

The Audit and Finance Committee (the “Committee”) is appointed by the Board of Directors (“Board”) of ConocoPhillips (the “Company”) to assist the Board in fulfilling its oversight responsibilities by performing the following:

- Discuss with management, the independent auditors, and the internal auditor the integrity of the Company’s accounting policies, internal controls, financial statements, financial reporting practices, and select financial matters, covering the Company’s capital structure, complex financial transactions, financial risk management, retirement plans and tax planning.
- Review significant corporate risk exposures, and steps management has taken to monitor, control and report such exposures.
- Discuss with management and the chief compliance officer the implementation and effectiveness of the Company’s global compliance and ethics program (“GC&E program”).
- Review the qualifications, independence and performance of the Company’s independent auditors, internal auditors and chief compliance officer.
- Review the Company’s overall direction and compliance with legal and regulatory requirements and its policies, including its Code of Business Ethics and Conduct.
- Maintain open and direct lines of communication with the Board and Company’s management, Compliance and Ethics Office, internal auditors and independent auditors.

### **Authority & Responsibilities**

The Committee will have the authority to retain special legal, accounting or other experts for advice, consultation or special investigation. The Committee may request any officer or employee of the Company, the Company’s outside legal counsel, or the independent auditor to attend a meeting of the Committee or to meet with any member of, or consultants to, the Committee. The Committee may also, to the extent it deems necessary or appropriate, meet with the Company’s investment bankers or financial analysts who follow the Company. The Committee will have full access to the books, records and facilities of the Company.

The Committee will have the authority to oversee, review and approve the Company’s and its subsidiaries’ election of the end-user exception from the mandatory swap clearing and execution requirements of Section 2(h) of the Commodity Exchange Act (the “End-User Exception”). Such authority shall include, but is not limited to, the authority to approve the Company’s and its subsidiaries’ (i) election to exercise the End-User Exception on a blanket or individual transaction basis and (ii) implementation of the rules and regulations promulgated by the Commodity Futures Trading Commission, as amended. The Committee shall be authorized to delegate to the officers and other employees of the Company or its

subsidiaries the day-to-day oversight, implementation and administration of any End-User Exception approved under this paragraph.

In carrying out its oversight responsibilities, the Committee shall, to the extent it deems necessary or appropriate:

***Financial Statement and Disclosure Matters***

1. Review and discuss the annual audited financial statements, as well as disclosures made in Management's Discussion and Analysis and the results of the annual audit, with management and the independent auditors, and make its recommendation to the Board as to the inclusion of the Company's audited financial statements in the Company's Annual Report on Form 10-K.
2. Review and discuss with management and the independent auditors the Company's quarterly financial statements prior to the filing of each Quarterly Report on Form 10-Q, as well as disclosures made in Management's Discussion and Analysis and the results of the independent auditors' review of the quarterly financial statements.
3. Discuss with management and the independent auditor significant financial reporting issues and judgments made in connection with the preparation of the Company's financial statements, including any significant changes in the Company's selection or application of accounting principles, any major issues as to the adequacy of the Company's internal controls, any special steps adopted in light of material control deficiencies and the adequacy of disclosures about changes in internal control over financial reporting, the development, selection and disclosure of critical accounting estimates, and analyses of the effect of alternative assumptions, estimates or Generally Accepted Accounting Principles (GAAP) methods on the Company's financial statements.
4. Discuss with management and the independent auditor the effect of regulatory and accounting initiatives as well as off-balance sheet structures related to the Company's financial statements.
5. Discuss with management the type and presentation of information to be included in the Company's earnings press releases, including the use of "pro forma" or "adjusted" non-GAAP information, as well as financial information and earnings guidance provided to analysts and rating agencies.
6. Review with the independent auditors the matters required to be communicated by Public Company Accounting Oversight Board (PCAOB) Auditing Standard No. 16 (Communications with Audit Committees).

7. Review and discuss with management (including the senior internal audit executive) and the independent auditors the Company's internal controls report and the independent auditor's attestation of the report prior to the filing of the Company's Form 10-K.
8. Review disclosures made to the Audit Committee by the Company's CEO and CFO during their certification process for the Form 10-K and Form 10-Q about any significant deficiencies in the design or operation of internal controls or material weaknesses therein and any fraud involving management or other employees who have a significant role in the Company's internal controls.

### ***Independent Auditor Matters***

9. Exercise sole authority to appoint the independent auditor, which firm is ultimately accountable to the Committee, as the shareholders' representatives. Determine and approve audit engagement fees and other compensation to be paid to independent auditors.
10. Review the experience and qualifications of the senior members of the independent auditor's team.
11. Obtain and review a report from the independent auditor at least annually regarding (a) the auditor's internal quality-control procedures, (b) any material issues raised by the most recent quality-control review, or peer review, of the auditor, or by any inquiry or investigation by governmental or professional authorities within the preceding five years respecting one or more independent audits carried out by the firm, (c) any steps taken to deal with any such issues, and (d) all relationships between the independent auditor and the Company. Evaluate the qualifications, performance and independence of the independent auditor, including considering whether the auditor's quality controls are adequate and the provision of non-audit services is compatible with maintaining the auditor's independence, taking into account the opinions of management and the internal auditor. In furtherance of the foregoing, review and discuss with the independent auditor any documentation supplied by the independent auditor as to the nature and scope of any tax services to be approved, as well as the potential effects of the provision of such services on the auditor's independence.<sup>1</sup>
12. Oversee that neither the lead audit partner nor the reviewing audit partner perform audit services for the Company for more than five (5) consecutive fiscal years.
13. Oversee that the independent auditors submit to the Committee, on a periodic basis, a formal written statement delineating all relationships

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<sup>1</sup> See PCAOB Rule 3524

between the independent auditors and the Company, and actively engage in a dialogue with the independent auditors with respect to any disclosed relationships or services that may impact the objectivity and independence of the independent auditors.

14. Set policies for the Company's hiring of employees or former employees of the independent auditor who were engaged on the Company's account during the preceding five-year period and oversee that no person employed by the independent auditor during the preceding one-year period is hired as a chief executive officer, controller, chief financial officer, chief accounting officer, or any equivalent position for the Company.
15. Discuss with the engagement partner of the independent auditor issues on which he or she was consulted by the Company's audit team and matters of audit quality and consistency.
16. Determine whether to retain or terminate the independent auditor and inform the Board of its decision.
17. Approve, and discuss the scope and approach of, all auditing services (including the annual audit of the Company's consolidated financial statements, comfort letters and statutory audits) and any non-audit work to be undertaken by the independent auditor prior to the performance of such work.
18. Obtain from the independent auditor assurance that Section 10A (a) through (f) of the Securities and Exchange Act of 1934, as amended, has not been implicated.

#### ***Internal Audit Matters***

19. Review the internal audit process for establishing the annual internal audit plan and the focus on risk.
20. Discuss annually (and obtain input from the senior internal audit executive) the charter, budget, organizational structure, responsibilities, and qualifications of the internal audit staff.
21. Discuss and approve the appointment, replacement, or dismissal of the senior internal audit executive.
22. Discuss significant issues reported to management by the internal audit department and management's responses to such issues/recommendations.

23. Discuss written reports to the Committee prepared by the internal audit department evaluating internal controls and risks.

### ***Internal Controls***

24. Discuss with the independent auditors and internal auditors:
  - The adequacy and effectiveness of the Company's internal controls, including computerized information system controls and security, and consider any recommendations for improvement of such controls.
  - Any related significant findings and recommendations of the external and internal auditors together with management's responses.

### ***Finance Matters***

25. Discuss with management the status of policies and practices covering significant financial matters, such as cash management, off-balance sheet and structured financing, major financial exposures, investment and funding of employee benefit plans, major insurance programs and significant tax strategies.

### ***Legal and Tax Matters***

26. Discuss with management (including the General Counsel) the status of significant legal and tax matters that could have a material impact on the Company's financial statements.
27. Adopt and maintain guidelines for the review, approval or ratification, and disclosure of "related person transactions" as defined by Securities and Exchange Commission rules.

### ***Compliance and Ethics Matters***

28. Discuss with management and the chief compliance officer the Company's legal, regulatory and ethical risks and how the Company's GC&E program is designed, implemented and enforced to prevent, detect and respond to potential misconduct deriving from these risks.
29. Obtain reports from the chief compliance officer to help the Committee form a reasonable understanding of the priorities, work plan, status and effectiveness of the GC&E program in ensuring compliance with applicable laws and regulations and with the Company's Code of Business Ethics and Conduct.

30. Discuss periodically with management and the chief compliance officer the charter, budget, organizational structure, and responsibilities of the GC&E function.
31. Promptly review and discuss any credible allegation of a violation of the Code of Business Ethics and Conduct by a member of the Company's executive leadership team or other significant compliance or ethics matter received from the chief compliance officer of which he or she becomes aware. Notification by the chief compliance officer may, in the first instance, be made to the Committee's chair if notice to the full Committee would result in such notice not being timely.
32. Discuss with management and approve the proposed appointment, replacement, or dismissal of the chief compliance officer
33. Review reports and disclosures of insider and related party transactions.
34. Oversee the establishment of procedures for the receipt, retention and treatment of complaints received by the Company regarding accounting, internal accounting controls, or auditing matters, and the confidential anonymous submissions by employees of concerns regarding questionable accounting or auditing matters.
35. Review any report of evidence of a "material violation" made to the Committee pursuant to the Company's Legal Department Policy Regarding Compliance with SEC Attorney Conduct Rules by any of the Company's in-house or outside attorneys and take all necessary and appropriate action in response thereto.
36. Review and approve any decision by the Company and any subsidiary to elect the End-User Exception to ensure that the Company and any such subsidiary (i) meets all legal requirements necessary to qualify for the End-User Exception, (ii) is acting consistently with its existing risk management, hedging and swap policies, and (iii) would not otherwise be exposed to undue financial risk by entering into uncleared swaps. The Committee shall review any End-User Exception authorization promptly upon any material change in (i) applicable law; (ii) the Company's or its subsidiaries' hedging, risk or other applicable policies, or (iii) the Company's or its subsidiaries' hedging strategies, but in all events, at least annually.

### ***Risk Management***

37. Facilitate appropriate coordination among the Board's committees with respect to oversight of the Company's risk management.
38. Assess periodically with management the Company's major risk exposures and policies and the steps taken to ensure appropriate processes

are in place to identify, manage, and control risks associated with the Company's business objectives, including, among other things, market-based risks and risks associated with financial reporting, effectiveness of compliance programs, and information systems and cybersecurity risks.

39. Discuss with management significant risk management failures, if any, including management's response.

## **Membership**

The Committee shall consist of three or more members appointed by the Board on the recommendation of the Directors' Affairs Committee and who may be removed by the Board at any time. The Committee shall comply with the independence, experience and other requirements of the New York Stock Exchange, the Sarbanes-Oxley Act of 2002 and any other applicable laws. At least one member of the Committee shall be an "audit committee financial expert" as defined by the Securities and Exchange Commission.

In fulfilling their responsibilities, it is recognized that members of the Committee are not employees of the Company. It is not the duty or responsibility of the Committee or its members to conduct "field work" or other types of auditing, legal, or accounting reviews or procedures. The Company's management is responsible for preparing the Company's financial statements and the independent auditors are responsible for auditing those financial statements.

Unless he or she believes to the contrary (in which case, he or she will advise the Committee of such belief), each member of the Committee shall be entitled to assume and rely on (1) the integrity of those persons and organizations within and outside the Company that the Committee receives information from and (2) the accuracy of the financial, legal, safety, health, environmental and other information provided to the Committee by such persons or organizations.

## **Meetings**

Except as otherwise required by the By-Laws or the Certificate of Incorporation of the Company, a majority of the members of the Committee shall constitute a quorum for the transaction of business and the act of a majority of the members present at any meeting at which there is a quorum shall be the act of the Committee.

The Chairperson of the Committee shall be responsible for scheduling all meetings of the Committee and providing the Committee with a written agenda for each meeting. The Chairperson shall preside at the meetings of the Committee. In the absence of the Chairperson, the majority of the members of the Committee present at a meeting shall appoint a member to preside at the meeting.

The Committee shall make regular reports to the Board, and all actions of the Committee shall be reported to the Board at the next regular meeting of the Board. The Secretary or

an Assistant Secretary of the Company shall keep the minutes of the Committee, which shall be distributed to all Board members.

The Committee may adopt such other rules and regulations for calling and holding its meetings and for the transaction of business at such meetings as are necessary or desirable and not inconsistent with the provisions of the By-Laws or this Charter.

The Committee shall meet at least quarterly with the internal auditors, the independent auditors and the chief compliance officer in separate executive sessions without other members of management present.

### **Miscellaneous**

The Committee may appoint and delegate its authority to subcommittees consisting of one or more members as it deems appropriate.

The Committee shall review and reassess the adequacy of this Charter and the composition of the Committee annually and recommend any proposed changes to the Board for approval.

The Committee shall annually review its own performance and report such evaluation to the Board.

The Committee shall prepare the report of the Committee required by the rules of the Securities and Exchange Commission to be included in the Company's annual proxy statement. The Committee shall also perform such other duties as may be assigned to it from time to time by the Board.

Nothing in this Charter shall be deemed to amend the provisions of the By-Laws with respect to this Committee or other committees of the Board absent a separate resolution of the Board expressly amending the By-Laws.

Revised and effective October 4, 2019