

## ConocoPhillips Charitable Investments Grant Guidelines

ConocoPhillips prides itself on being a great neighbor and a responsible citizen in the communities where we live and work. We recognize that the most effective Charitable Investments are achieved by entering into strategic relationships with organizations that serve the needs of the community and help the company meet its business objectives. We encourage collaborative problem-solving to allocate our Charitable Investments appropriately to achieve performance objectives.

Charitable organizations interested in applying for a grant, should follow these basic guidelines.

1. **ORGANIZATION ELIGIBILITY:** In order to be eligible for a grant, the grant seeker must be a 501(c) charitable organization, political subdivision, accredited school, or an international equivalent.
2. **APPLICATION TIMEFRAME AND PROCESS:** ConocoPhillips has an annual open-solicitation period from April 1 through July 31. During this timeframe, eligible charitable organizations may apply online for funding consideration for the following year. In the U.S., applications must be submitted online through our CyberGrants system.
3. **CHARITABLE GIVING FOCUS:** The foundation of ConocoPhillips charitable giving support is built around three pillars that align with the company's core values and business strategies: signature programs, local contributions and employee giving programs.

A substantial percentage of our charitable giving is focused on our two signature causes – habitat and species conservation and math education. ConocoPhillips recognizes; however, that a community may also have unique needs beyond these two strategic causes. To address these vital needs, local contributions are available to support other education, health and safety, natural resource, arts, civic, social services and disaster relief programs.

- a. **Signature programs:** In order to implement a more focused and impactful Charitable Investments program, ConocoPhillips focuses its charitable giving on two strategic causes:
  - *Habitat and species conservation (global):* Focused on strategic and innovative projects that more effectively and efficiently advance habitat and species conservation efforts.
  - *Math education (Houston, Texas):* Focused on improving student engagement and performance in pre-Algebra and other core math subjects, and increasing teacher effectiveness.

Proposals are evaluated based on alignment with each signature program's long-term goals, metrics and outcomes, innovativeness, collaboration with other entities, proximity to ConocoPhillips areas of operation, and employee and community engagement.

- b. **Local contributions:** ConocoPhillips also offers local grants to address the unique needs of the communities where we operate. Local contributions are tracked across United National Sustainable Development Goals (UN SDGs) and by the following giving categories: arts, civic, disaster relief, education, health, natural resources, safety and social services.

Proposals are evaluated based on alignment with local community needs, community and stakeholder engagement, proximity to ConocoPhillips areas of operation, and alignment with ConocoPhillips business objectives.

- c. **Employee giving programs:** ConocoPhillips encourages its employees to become personally involved in the well-being of the communities in which they live and work. To support these efforts in the U.S., ConocoPhillips offers Matching Gifts, Volunteer Grants and United Way programs which provide monetary contributions to qualified charitable organizations after eligible ConocoPhillips employees have made a personal contribution or volunteered a set number of hours at that organization.

Additional details on each of these guidelines are included on the following pages.

# **ConocoPhillips Charitable Investments**

## **Grant Guideline Details**

### **1. ORGANIZATION ELIGIBILITY**

To be considered for a ConocoPhillips charitable contribution, an organization must meet each of the following requirements:

- 1) An organization:
  - a) In the U.S., must (a) be recognized by the Internal Revenue Service as an organization exempt from federal income taxation under section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as a public charity, or (b) be a government subdivision (e.g., county, parish, state, municipality or its departments such as police and fire departments), or (c) be an accredited school or an organization within an accredited school system.
  - b) Outside of the U.S., must be recognized as a charitable or educational organization under the applicable laws of the country in which the organization has been incorporated and operates its activities.
- 2) The organization must not be a church, mosque, temple, or other organization hosting religious worship, a government agency or a political organization advancing political causes, candidates, events, legislative lobbying or advocacy.
- 3) The organization must not discriminate based on race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, gender identity or expression, genetic information or any other legally protected status.
- 4) The organization must not present any potential risk, or risk of being used to promote illegal activities, including the financing of terrorism.
- 5) Recipient must not be an individual.
- 6) The organization must not be in receipt of a contribution made in a company executive's name.
- 7) Intermediary organizations, including donor advised funds, and the ultimate recipient of such funds' charitable distribution, are treated as separate organizations. As such, both the intermediary organization, and the ultimate beneficiary of such fund's charitable distribution, must meet the eligibility requirements outlined in bullets 1 through 6 above.

### **2. APPLICATION TIMEFRAME AND PROCESS**

ConocoPhillips has an annual open-solicitation period from April 1 through July 31. During this timeframe, eligible charitable organizations may apply online for funding consideration for the following year. Grant seekers in the U.S. can submit their applications online into our CyberGrants system by visiting [http://www.cybergrants.com/conocophillips/corporate/general\\_grants/quiz](http://www.cybergrants.com/conocophillips/corporate/general_grants/quiz). Application approval and rejection notifications will begin in the first quarter of the following year.

### 3. CHARITABLE GIVING FOCUS

The foundation of our charitable giving support is built around three pillars that align with the company's core values and business strategies:

- Signature Programs
- Local Contributions
- Employee Giving Programs

#### a) Signature Programs:

ConocoPhillips focuses a substantial percentage of its charitable giving on two strategic causes:

- Habitat and species conservation (global)
- Math education (Houston, Texas)

##### ***Global Signature Program – Habitat and Species Conservation***

ConocoPhillips looks for opportunities to improve conservation and restoration of marine and terrestrial ecosystems through our own activities and in collaboration with others. We work with strategic partners to invest in voluntary projects that contribute to the management of areas of national or international conservation significance. This includes partnering with communities and institutions to advance conservation efforts, practices, and build skills essential to slowing and ultimately reversing species decline. This deep commitment to species and habitat conservation is important to our operations and is integrated into the planning, exploration, development and production over the life of our assets.

Proposals that align with this cause area are evaluated based on the following:

1. Does this proposal help support one or more of the long-term goals below:
  - Conserving habitats with high biodiversity value,
  - Increasing the scientific understanding of species and habitat conservation,
  - Identifying and supporting new, innovative tools, technologies and conservation practices,
  - Increasing public and key influencers' awareness of the importance of the conservation and restoration of marine and terrestrial ecosystems, and
  - Tracking ConocoPhillips employee and community engagement to support these conservation efforts.
2. What are the program goals and objectives? How will key metrics, outputs and outcomes be measured and tracked?
3. How impactful, innovative or influential is this program?
4. Does this program include collaboration with other NGO's, universities, governments/policy makers, and/or key stakeholders?
5. What is the proximity of this program to ConocoPhillips areas of operation?
6. Are there opportunities for ConocoPhillips employee and/or community engagement (e.g., volunteering)?

##### ***Houston Signature Program – Math Education***

We believe that it is important to take a leadership role in our headquarters location in Houston, Texas, that can differentiate ConocoPhillips and maximize the impact of our contributions. We know that math is key to academic and career success – it's also a subject that is core to what our employees do every day. In fact, studies have found that algebra achievement is a key leading indicator for college and job readiness. At ConocoPhillips, we are working to improve math education in Houston, Texas, by working on two execution strategies:

- Teacher Professional Development: Supporting professional development opportunities for our city's math educators, enhancing teacher efficacy and, as a result, improving student performance.
- Peer-to-peer tutoring and supplemental instruction opportunities for students: Enhancing students' performance and interest in math by supporting student tutoring opportunities and supplemental instruction that emphasizes real-world applicability of math concepts.

Proposals that align with this cause area are evaluated based on the following:

1. Does this proposal help support one or more of the long-term goals below:
  - Increasing student engagement and performance in pre-Algebra and other core math subjects,
  - Increasing number of math study hours,
  - Increasing math teacher effectiveness,
  - Increasing the likelihood that students will graduate high school on time, and
  - Increase the college readiness and job readiness of students post high school graduation,
2. What are the program goals and objectives of the program? How will key metrics, outputs and outcomes will be measured and tracked?
3. How innovative or influential is the program?
4. Does this proposal include collaboration with other educational institutions, partners, and/or key stakeholders?
5. Is this program located in Houston, Texas? Can it be replicated at other sites?
6. Are there opportunities for ConocoPhillips employee and/or community engagement (e.g., volunteering)?

#### **b) Local Contributions**

ConocoPhillips recognizes that each community has unique needs which may go beyond water and biodiversity and math education challenges. To address these specific needs, ConocoPhillips also seeks to build relationships with organizations that have a proven track record of meeting other vital community needs in the communities where we [operate](#). Local contributions are tracked across United National Sustainable Development Goals (UN SDGs) and by the following giving categories: arts, civic, disaster relief, education, health, natural resources, safety and social services.

Proposals that align with local community needs are evaluated based on the following criteria:

- Supports a community where we operate,
- Provides sustainable community development,
- Engages local community, NGO, governmental and/or other key stakeholders,
- Aligns with our core [SPIRIT Values](#),
- Supports our business objectives,
- Provides opportunities for ConocoPhillips employee and/or community engagement (e.g., volunteering).

**c) Employee Giving Programs**

ConocoPhillips encourages its employees to become personally involved in the well-being of the communities in which they live and work. To support these efforts in the U.S., ConocoPhillips offers Matching Gifts and United Way programs, which matches eligible ConocoPhillips employee contributions to qualified charitable organizations, and a Volunteer Grant program, which provides a monetary contribution to qualified charitable organizations after eligible ConocoPhillips employees and retirees have volunteered a set number of hours.