



**TO: All ConocoPhillips Employees and Applicants for  
Employment**

**SUBJECT: Availability of Affirmative Action Programs**

**As a federal contractor, and in accordance with Government Regulation CFR 60-250-41, the full ConocoPhillips Affirmative Action Program for Disabled Veterans, Other Protected Veterans, Three-Year Recently Separated Veterans and Armed Forces Service Medal Veterans, is available upon request for inspection, to any employee and applicant for employment.**

**Similarly, Regulation CFR 60-741.41 obligates ConocoPhillips to make its Affirmative Action Program for Individuals with Disabilities available upon request to any employee or applicant for employment.**

**The location and hours during which the programs may be obtained are: (insert site's information)**