



## Solicitation Policy

Updated 1/1/12

### I. PURPOSE

ConocoPhillips reserves the right to limit Solicitation of employees. It is important that employees not feel pressured to participate in or contribute to any activity that is not related to the operations of the Company. In addition, this Policy ensures that the workplace is free from any material which may distract employees from the performance of their assigned duties or create situations which may compromise operational efficiency and safety.

### II. ELIGIBILITY

This Policy applies generally to U.S. based Non-Represented and Represented [regular full-time](#), [regular part-time](#), [temporary](#) and [intermittent](#) employees and contractors, as well as employees represented by a certified bargaining agent and/or working under the terms of a collective bargaining agreement.

### III. GENERAL PROVISIONS

#### 1. Solicitation Rules

##### a. By employees

With the exception of Solicitation on behalf of Company-sponsored events (such as blood drives, United Way, local food drives, etc.), employees are not permitted to Solicit during their Work Time, nor when co-workers are expected to be working. Solicitation by employees during Non-work Time, (i.e. lunch or break period), is permissible where it does not interfere with the safe and efficient operation of the business or access to Company property.

Employees are not permitted to distribute literature or other announcement type material in work areas at any time. Distribution of literature is permitted by employees during Non-work Time in Non-work areas where it does not interfere with the safe and efficient operation of the business or access to Company property.

##### b. By non-employees

Solicitation, including the distribution of literature or other material, by non-employees is not permitted on Company premises unless such Solicitation has prior approval from management.

#### 2. Use of Company Property

Employees shall not use Company services (e.g. stationery, copiers, e-mail, etc.) for the purpose of Soliciting, with the exception of Soliciting for previously mentioned Company-sponsored events.

### 3. Guidance

Corporate or local Communications & Public Affairs typically provide [guidelines](#) for Company-sponsored events, local community outreach campaigns and similar activities.

Questions on this Policy can be directed to your HR Business Partner, management or the Employee Relations CoE.

## IV. DEFINITIONS

**Non-represented Employee:** an employee not represented by a certified bargaining agent and/or working under the terms of a collective bargaining agreement.

**Non-work Area:** break-room, coffee bar, cafeteria, lobby, lounge, parking lots or other areas which may be designated under a collective bargaining agreement.

**Non-work Time:** includes lunch and break periods, as well as time before and after a shift. Non-working time also includes the period of time between the time when an employee arrives at work and the time when the employee is actually scheduled to begin work.

**Represented Employee:** an employee represented by a certified bargaining agent and/or working under the terms of a collective bargaining agreement.

**Solicitation:** includes but is not limited to:

- 1) Requesting, urging or obligating anyone to give or pay money to any cause for any reason;
- 2) Requesting anyone to sign any document or authorization card indicating membership in any pool, organization, association or group;
- 3) Requesting support for any cause, including charity, political organization, religious or secular cause.

**Work time:** includes time scheduled to perform work for or on behalf of the Company and time spent on the job actually performing work for or on behalf of the Company.

### Questions

For questions, contact HR Connections by submitting a [web ticket](#). For immediate assistance, call 877-81-ASK HR (877-812-7547) or 918-661-5381 between 8 a.m. and 6 p.m. Central time, Monday through Friday.

*Employees may contact HR Connections at 1-877-812-7547 or their local HR representative if they have any questions. Although the Company will generally provide prior notification, the Company reserves the right to change, amend, or terminate the referenced plans, programs, policies and/or procedures at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. The contents of this document are not intended to be the [Summary Plan Description](#) for benefit plans mentioned.*