

## Meeting Procedures and Rules of Conduct

The following procedures and rules of conduct will be followed before, during and after our Special Meeting of Stockholders (the “Special Meeting”) at 9:00 a.m. Central Standard Time (CST) on Friday, January 15, 2021.

- The Chairman has authority to preside over the Special Meeting and make all determinations with respect to the conduct of the Special Meeting, including the administration and interpretation of these procedures and rules.

### *Participating in the Special Meeting*

- The Special Meeting of Stockholders of ConocoPhillips will be held on Friday, January 15, 2021, at 9:00 a.m. (CST) at [www.virtualshareholdermeeting.com/COP2021SM](http://www.virtualshareholdermeeting.com/COP2021SM). Online check-in will begin at **8:30 a.m. (CST)** and you should allow ample time for the online check-in procedures. You will be able to vote your shares electronically during the meeting (other than shares held through our employee benefit plans, which must be voted beforehand).
- Technicians will be ready to assist stockholders with any technical difficulties they may have accessing the virtual meeting. The toll-free number for assistance is 1-844-986-0822 (US) or 1-303-562-9302 (International).

### *Voting at the Special Meeting*

- The business of the Special Meeting will follow the order on the Agenda. If you have already submitted a proxy, you do not need to vote electronically unless you wish to change your vote. You may vote electronically if you have not submitted your proxy and wish to cast your vote or if you have already submitted your proxy and wish to change your vote.

### *Accessing the Special Meeting Replay*

- A replay will be available at [www.conocophillips.com](http://www.conocophillips.com) within 24 hours after the end of the Special Meeting.