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|  | Chevron Phillips Chemical Matching Gift Guidelines | Document No.: | GA-332 |
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| | | Approved By: | PA |
| | | Effective Date: | 01/01/2017 |

The Matching Gift Plan is not a benefit plan and is subject to modification, suspension, or termination at any time by Chevron Phillips Chemical Company LLC (the “Company”). Additional conditions can be found under the Administrative Conditions section of these guidelines.

Eligibility Requirements for Donors

- Current Regular and Part-Time employees of Chevron Phillips Chemical Company LP (“CPChem LP”) who have completed at least six months service, including employees of CPChem LP who are seconded to one of the Company’s foreign subsidiaries or joint venture affiliates.
- Retirees of CPChem LP.

Eligibility Requirements for Recipients

- Private or public non-profit K-12 schools with appropriate regional or professional accreditation.
- Private or public, non-profit schools of higher education (includes four-year colleges, graduate and professional schools, junior colleges, technical institutes and community colleges) as accredited by the [American Council on Education](#).
- Arts and cultural organizations located or serving those communities in which the Company has a presence. All must be nonsectarian, nonpolitical, and open to full nondiscriminatory public participation.

All recipient organizations must have a 501(c)(3) IRS designation as tax-exempt.

Matching Minimum and Maximums

The minimum gift to match is \$50 for all eligible donors. Gifts to private or public non-profit K-12 schools and arts and cultural organizations will be matched per calendar year up to a maximum of \$500. Colleges and Universities will be matched per calendar year up to a maximum of \$5,000 for current full-time employees, \$2,500 for current part-time employees, and \$1,500 for Retirees.

Acceptable Forms of Contributions

Gift contributions can be made either in the form of cash, credit card account, or marketable securities transferring full ownership rights to the institution. The value of the securities under this Plan will be the average price (between the high and low quotations) on the date the gift was made.

Note: Matching Gift requests **must** be accompanied by gift documentation (copy of check, credit card, or securities transaction, etc.) to be eligible for a match.

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Ineligible for Matching

- Requests submitted one or more years after the donor's gift date.
- Any contribution that results in a personal benefit or privilege to the donor, the donor's family, or anyone designated by the donor.
- Donations to funds, foundations, facilities, or scholarships of an athletic nature.
- Donations to alumni associations, including dues or funding of general activities.
- Gifts to PTA, PTSA, or PTO organizations.
- Contributions made in lieu of tuition, fees, or school loans.
- Gifts to fraternities, sororities, booster clubs, marching bands, or any extracurricular activities.
- Gifts intended to fulfill a church-related financial obligation (e.g. tithing).
- Multiple gifts submitted with one application request.
- Deferred gifts (e.g. charitable remainder trusts or annuity trusts).
- Accumulated or pooled monies raised by a group of employees/retirees and submitted by one donor.
- Payment of insurance premiums.
- Gifts for admission tickets.
- Gifts for subscription or membership fees.
- Gifts of real estate or personal property.
- Gifts made from business accounts or non-employee/retiree spouse's account.
- Gifts with incomplete matching gift forms.
- Organizations and institutions that would otherwise be ineligible for funding under the Chevron Phillips Chemical Charitable Contributions Policy. This includes but is not limited to organizations without a 501(c)(3) IRS designation.

Matching Requests

The donor must complete Form A on the [Gift Match](#) site and upload the corresponding gift documentation (copy of check, credit card or securities transactions). After submission the donor must print and send **Form B** and the [guidelines for the Plan](#) to the institution receiving the donation, along with their gift.

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Note: *Retirees do not have access to the Gift Match site. Retirees should complete all forms in hard copy and submit to the email or mailing address listed below for handling.*

An authorized official of the institution completes Form B and returns it along with the gift documentation (copy of check, credit card or securities transactions) to MatchingGifts@CPChem.com via email, or in hard copy to:

*Chevron Phillips Chemical Company
Attn: Matching Gifts
10001 Six Pines Drive
The Woodlands, TX 77380*

The forms must reach the Company within one year after the date of donation and, if approved, will be matched during the calendar year in which they are received.

Administrative Conditions

The Company may modify, suspend, or terminate the Matching Gift Plan at any time. The plan is managed by the Company, whose decisions shall be final. The Company shall determine the interpretation, application, and administration of the Plan. The Company reserves the right to audit institutions records and documents pertaining to this Plan. If a Matching Gift is, at any time, found to have been generated by an ineligible gift, The Company will expect the return of its gift from the recipient institution. After review and authorization, payments are made in the order in which applications are received and may be subject to calendar-year budget limitations.