
Subject : Technology and Company Asset Use

Ownership : IS&T & Human Resources

Updated : June 2019

Policy Number : 110C

PURPOSE

To ensure that all new and existing employees with access to; Sodexo electronic mail, internet and IT equipment are familiar with the corporate protocols, but also to prevent technology from tarnishing the public image of Sodexo.

SCOPE

All Canadian Divisions

RESPONSIBILITY

All Management and Supervisory staff are responsible for meeting the standards as presented in this policy and ensuring that they are followed by all Sodexo employees reporting to them. Failure to follow these procedures will result in disciplinary action, up to and including termination of employment. The Company permits limited and occasional personal use of Social Media during working time, as long as such use does not interfere with the employee's job responsibilities, the business or reputation of the Company and/or otherwise violate company policy. It is to the discretion of managers to clarify with their employees the accurate personal use of social media at work. All employees must read the policy carefully and all salaried employees must sign the Employee Pledge form. Every employee is responsible for safeguarding Company assets under the employee's control and ensuring that the client relationship is not put in jeopardy.

PROCEDURES

This notice is to reinforce the Sodexo corporate policy regarding electronic mail, internet access and the use of Company assets with employees. Misuse of Company internet access, electronic mail or electronic assets will not be tolerated. Below are important rules about use. As an employee, you are expected to follow these rules to protect yourself and our Company. Personal use of supplies, equipment, or premises belonging to the Company or its clients is prohibited, unless prior permission is received from a supervisor and adequate compensation arranged.

- 1) Sodexo Services, or client provided, internet access, electronic mail and equipment should be used for Company business purposes only.
- 2) No employee is permitted to use internet access, electronic mail or Company assets to view, access, upload, download, store, transmit, create, or otherwise engage in any communication that:
 - a) Is defamatory, disparaging, obscene, sexually explicit, racially oriented, offensive or harassing;
 - b) Discloses personal information to another without authorization; or
 - c) Is otherwise in violation of Company policy.
- 3) Employees should note that communications which may appear humorous to one employee may be offensive to another employee.
- 4) All Sodexo internet services and access, electronic mail or Company assets may be accessed and reviewed by the Company at any time.
- 5) Internet access, electronic mail or Company assets may not be used to communicate advertisements, commercial announcements or solicitations for membership or subscriptions from any public or private enterprises.
- 6) E-mail messages may be required to be disclosed in legal proceedings and should be composed with dignity and care, as should all documents written on Sodexo's behalf.
- 7) Do not send or forward e-mail chain letters that could affect the workplace quality.

8) Under no circumstances should unlicensed software be installed on Company computers.

*****IMPROPER USE OF internet access, electronic mail or company assets WILL NOT BE TOLERATED
AND WILL RESULT IN DISCIPLINE UP TO AND INCLUDING DISMISSAL*****

EMPLOYEE PLEDGE FORM

I certify that I have read and understand the above information, and that I am and will continue to be in compliance with the policies described therein.

Employee Name (Print) Employee Signature Date

Witness Name (Print) Witness Signature Date