

Social Media Policy

General usage for employees

1.0 Why we have a policy and guidelines

This Policy should be read in conjunction with the [Policy for creating and managing Compass Group social media accounts](#), found on [the intranet](#).

Electronic social media is an undeniable feature of our lives today, both personal and professional. It has the potential to greatly enhance business excellence and performance through new opportunities for communication and collaboration. However, it also demands higher levels of responsibility and awareness of all Compass employees because of its potential to have an equally significant **negative** impact on our professional reputation.

Consequently, as employees of Compass Group and Compass Group entities, you are expected to conduct yourselves online with the same level of professionalism and caution as you would in the workplace. All employees are bound by the Group Corporate Communications Code, Code of Business Conduct and Code of Ethics – all found on [the intranet](#) and must comply with applicable laws, including data protection laws, at all times. In particular, be aware that:

- Both you, personally and Compass may be liable for content that you post to Compass Group's and its associated brands' social media sites and platforms in your capacity as an employee;
- You are also personally liable for content that you post to social media sites and platforms in your own, private capacity; and
- Any social media activity that brings risks to Compass Group's reputation or to any of its brands or is not in compliance with this or any other Compass policy could lead to disciplinary action, up to and including termination of employment.

This policy does not form part of any contract of employment and may be amended at any time.

Employees should never provide references for other individuals on social or professional networking sites, as such references, positive and negative, can be attributed to the organisation and create legal liability for both the author of the reference and the organisation.

We reserve the right to monitor, intercept and review, without further notice, employee activities using our IT resources and communications systems, including but not limited to social media postings and activities, for legitimate business purposes which include ascertaining and demonstrating that expected standards are being met by those using the systems and for the detection and investigation of unauthorised use of the systems (including where this is necessary to prevent or detect crime).

2.0 Policy scope

This policy applies to all employees who, in their personal and/or professional capacity, use:

- Social media networking websites, e.g. Facebook, Google+, LinkedIn
- Multimedia sites, e.g. YouTube, Flickr
- Blogs and micro blogs, e.g. Glassdoor, Wordpress, Twitter, Tumblr, Instagram
- Wikis, e.g. Wikipedia
- Virtual World Software, e.g. Second Life
- Any other social media app, site or platform where text or content can be posted and read by other users and visitors to that site

3.0 Policy

To ensure compliance with the Compass Group Social Media Policy, you must adhere to the guidelines below:

3.1 Respect for Company time and property:

- Use your Compass computer, mobile device and time only for business-related purposes;
- Do not use your Compass email account to access or identify yourself when using social media for reasons unrelated to work;
- Do not engage in social media activity for personal reasons during work time;
- Only use your personal email accounts to identify yourself on social media outside of work;
- As an employee of Compass Group or its subsidiaries, you are bound by the Company's [IT Acceptable Usage policy](#), found in the Policies section of [the intranet](#).

3.2 Compass logos and endorsements

Employees must not use Compass logos or any other Compass images or iconography on personal social media sites, nor use the name of Compass Group and its subsidiaries to promote or endorse any product, cause, political party or candidate. Use of Compass logos in any medium must be approved in writing by your Country Managing Director or by Group Media Relations.

3.3 General guidelines for social media usage, including personal activity

To comply with Compass Group Policy on social media usage, whether in a personal or professional capacity, remember you are responsible for any content you post via social media, and that such content may remain accessible to other users even if it appears to have been deleted from the site where you first posted it. If you're discussing Compass products or services online, you should identify yourself as a Compass employee, but should not suggest that Compass endorses your opinions in any way. In general, you should always adhere to the guidelines below:

DO:	DON'T:
<ul style="list-style-type: none"> ✓ Use your Compass computer, mobile device and time only for business-related purposes ✓ If your online profile or posts identify you as a Compass employee, make it clear that you are speaking for yourself ✓ Share / retweet Compass Group or Compass entity posts through your social media accounts ✓ Familiarise yourself with Compass Group policies so that you are compliant with Group guidelines ✓ Monitor your privacy settings carefully, remembering that settings are subject to change and may not fully protect your content ✓ Remember that posting content anonymously may still be traced back to you ✓ Ensure you are following all Compass policies, found on the intranet – particularly when you are discussing the Company or your position – including, but not limited to its policies against workplace harassment, discrimination and retaliation 	<ul style="list-style-type: none"> × Post comments or engage in any online dialogue that may be interpreted as discriminatory, bullying or harassment × Disparage any person or group based on race, gender, ethnicity, sexual orientation, national origin, disability, religious belief or any protected status × Discuss the Company, its management, your supervisors and co-workers or clients and consumers in a way that could damage any person's or entity's reputation × Post any content that could bring reputational risk to Compass Group's competitors or the broader food services industry × Post confidential, proprietary or personal information about the Company, its clients, consumers, suppliers, contractors, agents, consultants, employees or former employees × Use third-party trademarks, logos and slogans or disclose any trade secrets without the third party's written permission

DO:	DON'T:
	<p>× Use social media to conduct business or commercial activities that interfere with your employment, compete with Company business, or conflict with your responsibilities to the Company</p>

4.0 Violations of policy

Any employee who violates the provisions of this policy shall be subject to discipline, up to and including termination.

5.0 Local laws and regulations

This policy will not interfere with any applicable local laws or regulations

6.0 Group Communications Contacts

Name	Role Title	Contact Details
Group Communications mailbox		Group.Communications@compass-group.com
Zsa Zsa Soffe	Group Communications Manager	Zsazsa.soffe@compass-group.com Direct: +44(0) 1932 573 135 Mobile: +44(0) 7818 577 879
Sandra Moura	Group Director: Investor Relations and Corporate Affairs	Sandra.Moura@compass-group.com Direct: +44 (0) 1932 573 121 Mobile: +44 (0) 7468 707 782
Kate Postans	Interim Director of Investor Relations and Corporate Affairs	Kate.Postans@compass-group.com +44 (0) 7920 783 982

If you are unsure of anything in this policy, please discuss with your manager or contact [Group Communications](#)