

Procedure for postings on Espersen's employee app



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Issued by: HR director	Date of issue: 24042022	
Business Approver: CEO	System Approver: xxx	Valid in: Espersen Poland

1. Purpose

The purpose of this procedure is to ensure, that uploaded information and updates are at all times in compliance with Espersen's privacy policy (GDPR) and Espersen's media policy.

Furthermore, the content of the employee app shall always respect Espersen's company values and Espersen's Purpose.

2. Responsibility

The head of HR Poland is overall responsible for the updates and content on Espersen's employee app.

3. Description of the Espersen employee app and procedures

Espersen's employee app is a source of easy-to-access information for our employees and a one-way communication tool, where departments and functions can update the app with information that brings professional and social value to our employees and hereby also to Espersen.

The app contains the latest internal news and documents, and is continuously updated with We Do postings and information, which is typically put up on notice boards in Espersen's factories and offices.

It is not possible for user/employee to comment on news feeds, posting of documents etc. Likes to a given posting can be given by user/employee.

All employees who downloads the app will be prompted to accept the rules of engagement for the app, before they are given access to the app (see section 6).

Upon termination of employment at Espersen, the employee's data will be removed from the application and access will be suspended.

The following departments will appoint a person responsible, having access to postings and uploads on the app. The person responsible must sign this procedure, to acknowledge that the whole content is read and understood.

- Quality Management
- Environmental, Health & Safety
- Human Resources
- Sustainability
- Management – Exec. Managers, Group HR Director, Primary Director, Consumer Director
- Leaders across the company can post messages by submitting them to Head of HR Poland

For detailed information about access rights see section 4. (Department Admin).

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NB! Valid for 24 hours when printed

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The following types of information is posted

- News feed (local and corporate news), (HR resp.)
- We Do information, (HR resp.)
- Catch Up magazine, (HR resp.)
- QM information (eg. up-coming audits), (QM resp.)
- HR admin (handbooks, onboarding info, bus schedules, canteen menu's, policies), (HR resp.)
- Health & safety documents, (HSE resp.)
- Success stories & inspiring ideas, (leaders) (only through HR)
- Job offers, (HR)
- Employee benefit programs, (HR)
- Events (eg. charities and sports), (HR)
- Video's (eg. CEO video's, instruction video's), (HR, QM, HSE)
- Links (eg. healthcare, employee advantage programs), (HR)
- Sustainability data-/reports, (Sustainability)

Posting of the news is done according to formulated and approved media plan. Any posts beside the regular scope can be posted only when approved by Head of HR. The Head of HR Poland is responsible for the continuous monitoring of the postings on the app in order to ensure compliance with "1. Purpose". In case a posting is not compliant, then HR is responsible for removing it and for ensuring that a similar incident does not occur again.

4. User groups and permission to upload on the app

Permission to upload and post content into Espersen app by user type:

		Admins and Users			
		Management	HR Admin	Department Admin	User
Post/Upload	Newsfeed	✓	✓		
	Events	✓	✓		
	Documents	✓	✓	✓	
	Handbooks	✓	✓	✓	

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5. Reporting

The Head of HR Poland is responsible for immediately reporting any inappropriate use or misuse of the employee app to the HR director.

Statistics showing number of users, traffic and most visited areas of the app shall be evaluated monthly, in order to continuously improve the content of the app.

6. Rules of engagement

Purpose

Espersen have introduced an employee app with the purpose of making company information and internal communication easily accessible. This is delivered through an easy-to-use platform that can be accessed through a web browser or native app. This will be a one-way communication tool, where departments and functions can update the platform with information that brings professional and social value to our employees and hereby also to Espersen.

The app contains the latest internal news and documents, and is continuously updated with *We Do* postings and information, which is typically put up on notice boards in Espersen's factories and offices. Any posting should be in the app no later than two days after made public.

Confidentiality

All content shared on the platform is only to be seen by the intended receiver and is considered to be confidential and only to be used for internal purposes. Beside job offers, no other type of content - professional or social - must be shared with third parties or through other external channels or platforms.

The Espersen app is voluntary

Participation on the Espersen employee platform is not mandatory, but it is highly encouraged, as the sharing of relevant company information and communication will be through this channel. The current way of posting with WeDo and notice boards will be continued.

Violation

Violations on the terms of use of the platform or breach of confidentiality will be treated according to the general company guidelines.