

Facebook

Employee Handbook

European Version

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Most recent version available at:

http://www.dev.facebook.com/intern/wiki/index.php/Employee_Handbook

[France/Ireland/UK Address]

FACEBOOK CONFIDENTIAL

TABLE OF CONTENTS

	Page
1 INTRODUCTION	1
2 EQUAL OPPORTUNITIES AND HARASSMENT POLICY	2
3 BUSINESS AND ETHICS POLICY	7
4 WHISTLE-BLOWING POLICY	10
5 WORKING TIME POLICY	13
6 LEAVES OF ABSENCE.....	14
7 FLEXIBLE WORKING	17
8 HOLIDAYS.....	18
9 ELECTRONIC COMMUNICATIONS USAGE GUIDELINES	19
10 NO DOOR POLICY	22
11 GRIEVANCE PROCEDURE	23
12 DISCIPLINARY PROCEDURE.....	24
13 ACKNOWLEDGMENT AND RECEIPT	29
14 COUNTRY ADDENDA	1

1 INTRODUCTION¹

Welcome to Facebook!

This employee handbook is intended to help you get acquainted with Facebook (also referred to in this handbook as the “Company”) and does not constitute or form part of your contract of employment. It describes, in general terms, some of our employment guidelines. The policies described in this handbook take effect immediately and supersede and replace all previous personnel policies, practices, and guidelines and any verbal representations that may have previously been made to you by the Company or any Company employee.

Facebook is a global organization, and this handbook, including the relevant country addenda, is intended to apply to all our employees based in the European Union. If you are a resident of France, Ireland, or the United Kingdom, please refer to the relevant country addendum at the end of this handbook for special provisions, changes, and/or additions that will apply to you. We recognize that laws differ according to our various locations and the Company will respect local applicable laws and practices. Where there is a conflict between this handbook, including the relevant country addenda, and local laws or practices, the relevant local law and practice will supplement or supersede the provisions described in this handbook. Your *[local]* Human Resources representative may be able to provide you with the applicable provisions and/or they may be detailed in appendices to this handbook. In the event of a conflict between this handbook and your contract of employment or offer letter, your contract of employment or offer letter will prevail.

Because Facebook is a growing and changing organization, it reserves full discretion to add, modify or delete provisions of this handbook, or the policies and procedures on which they may be based or which are referred to in this handbook at any time without advance notice.

This handbook is the property of Facebook, and it is intended for your personal use and reference as an employee of Facebook. Circulation of this handbook outside of Facebook is prohibited.

¹ Employees based in France should refer to the addendum specific to their country.

2 EQUAL OPPORTUNITIES AND HARASSMENT POLICY²

Equal Opportunities Statement

Facebook considers itself to be an Equal Opportunities employer and is committed to providing equal opportunities in employment regardless of sex, marital status, sexual orientation, religion or belief, disability, color, race, nationality, ethnic or national origin or age. This applies in respect of recruitment, training, promotion and all other aspects of employment. This policy does not form part of your contract of employment.

Wherever reasonably practicable, the Company will abide by the following principles:

- Everyone who works for the Company (whether as employee or contractor) has a responsibility to ensure that the Company's equal opportunities policy (including its policy on harassment) is properly observed and fully complied with. Any act of deliberate discrimination (including harassment and victimization) is viewed very seriously by the Company and, in appropriate cases, such an act will result in a worker's summary dismissal for gross misconduct and/or the termination of a contractor's services summarily.
- Employees suffering discrimination, harassment or victimization should highlight their concerns using the Company's No Door Policy, Grievance Procedure (set out below) or, where it is more appropriate, the Harassment Procedure contained in this policy.
- Managers at every level are responsible for ensuring that all those who work under their line management/supervision are fully aware of the Company's equal opportunities policy, of the seriousness with which the Company views breaches of those policies, of the Company's expectations of each person who works for it, and of each individual's responsibilities under those policies.
- The Company is committed to giving reasonable consideration to providing facilities for recruitment, employment and promotion of disabled employees. It is also the Company's aim where practicable to continue to employ those who may become disabled during the course of their employment but remain capable of working, and the Company will make such reasonable adjustments and/or provide reasonable assistance as are appropriate to that end and to ensure that the employee in question is not subjected to less favourable treatment for a reason related to the disability.
- Discrimination on the grounds of or for reasons relating to a woman's pregnancy or maternity leave is sex discrimination and will not be tolerated.
- Direct and indirect discrimination (including victimization) and harassment on the grounds of sex, marital status, sexual orientation, religion or belief, disability, color, race, nationality, ethnic or national origin or age are unlawful and will not be tolerated by the Company.

² Employees based in France and Ireland should refer to the addendum specific to their respective countries.

Harassment Policy

The Company is committed to ensuring so far as possible that no worker suffers unlawful harassment or bullying at work, and that such conduct, if it ever occurs, is effectively addressed. Harassment is unwanted conduct in the workplace, or in the course of employment, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for that person. Where motivated by issues of sex, marital status, sexual orientation, disability, religion or belief, color, race, nationality, ethnic or national origin or age it will usually also amount to unlawful discrimination for which the perpetrator - and the Company - could be held liable. All workers - employees and managers alike - are responsible for complying with and upholding this policy and any harassment or breach of this policy generally will constitute a disciplinary offence and may constitute gross misconduct leading to instant dismissal under the Company's disciplinary procedure.

The Company stresses that conduct only constitutes *unlawful* harassment under the discrimination legislation if based on the sex, marital status, sexual orientation, disability, religion or belief, color, race, nationality, ethnic or national origin or age of the recipient. It is inevitable from time to time that staff will have action taken against them, whether by colleagues or superiors, which is unwanted and which they feel humiliates or intimidates them. If that conduct is not based on any of these grounds then it is not harassment under any of the relevant discrimination legislation. However, it may still amount to unlawful conduct depending on the circumstances and in any event, the Company will not tolerate any form of harassment or bullying, whatever its motivation or grounds, as we believe this is damaging to the individual employee and to the business.

Examples of Harassment

Harassment can range from extreme forms such as violence and bullying to less obvious actions like ridiculing or teasing colleagues or subordinates or refusing to talk to them.

As an example, harassment may include (without limitation) the following types of conduct:

- insensitive jokes and pranks;
- insulting words and behavior (including non verbal harassment such as staring or gestures);
- ridiculing or demeaning someone;
- display of offensive writing, posters, e-mails, screensavers etc;
- comments about appearance or other personal characteristics;
- unnecessary bodily contact (in extreme cases, violent);
- intimidation;
- abuse of workplace authority;

- bullying of colleagues, especially junior ones, by intimidating behavior.

These examples are not exhaustive of the behavior which may constitute unacceptable harassment in the Company's opinion. The essence of harassment is that the conduct is unwanted, unreasonable and offensive to the recipient. It is for each individual to determine what behavior they personally feel is unacceptable and what he/she regards as offensive – this is not a question for the person meting out the behavior.

The Company will not accept “it was only a bit of fun” or similar defenses to allegations of harassment. You should also not forget that your behavior and sense of what is proper may be affected by external factors such as pressure at work, fatigue or alcohol - you must be particularly careful about what you say and do in these circumstances. Remember that your behavior at work-related drinks, office parties or client entertainment events is just as important as it is in the office.

The Company recognizes that employees may find it difficult to raise concerns about harassment and we have therefore compiled a Harassment Procedure which should be followed in those circumstances - this can be found at the end of this policy.

An employee who raises a complaint of harassment in good faith must not be victimized or made subject to any retaliatory action as a result.

Harassment Procedure

The Company recognizes that in the event of incidents of harassment based on the grounds of sex, marital status, sexual orientation, religion or belief, disability, color, race, nationality, ethnic or national origin or age, the No Door Policy and the normal Grievance Procedure may not be appropriate. If you have experienced any such harassment, or if you are aware that any other employee has experienced such harassment, you are encouraged to report it in accordance with the following procedure. This procedure does not form part of your contract of employment but the Company will endeavour to follow it where reasonably practicable.

Harassment Procedure Informal

- If you are suffering from harassment in any form you should initially attempt to solve the problem informally, if possible. If you are able, you should speak privately with the alleged harasser and explain politely and unambiguously that the behavior is unwelcome and that you wish it to stop. Alternatively, you may express this in writing, detailing the behavior concerned.
- If you find it difficult or embarrassing to raise the issue directly with the person creating the problem, you may seek support from a colleague or manager unrelated to the incident. Any workers approached to give such support are encouraged to do so if willing and able to help and they must, of course, respect the need for confidentiality. There will be no victimization of any worker supporting and/or assisting in good faith a complainant who is making an allegation of harassment nor against a worker who is making a complaint in good faith.

Harassment Procedure Formal

In situations where an informal approach is inappropriate, or has been attempted without success, you should follow the formal procedure detailed below:

- A formal complaint will be dealt with where possible in accordance with the principles of the Grievance Procedure and you should usually raise it in the first instance with your immediate supervisor or manager. If this is inappropriate, however, you may raise the issue with the next higher level of management or with a member of the Human Resources team.
- The complaint should be set out in writing by you and sent to your line manager/the Human Resources team, as appropriate. In order to enable the Company to investigate the allegations effectively, the written information should wherever possible include:-
 - name of alleged harasser;
 - nature of behavior complained of;
 - date(s) and time(s) when harassment is alleged to have occurred;
 - name(s) of any witness(es); and
 - any action already taken by the complainant to stop the alleged harassment.
- Once a formal complaint has been made, it must be reported to a member of the Human Resources team who will ensure that a full and impartial investigation is carried out. The investigation will so far as reasonably practicable be carried out confidentially. However, the person accused is entitled to know the details of allegations being made in order to prepare his/her response. As a result the Company may find it difficult to progress a complaint, made by an employee wishing his/her identity not to be disclosed to the alleged harasser. The Company may also need to interview other employees in order properly to investigate the complaint.
- You will be given the opportunity to make representations. Your rights and obligations in relation to this will be the same as at the first stage in the Company's Grievance Procedure. After the meeting, the Company will inform you of its decision in writing.
- If you are not satisfied with the Company's decision at this stage, you may appeal to the next level of management or to the Human Resources team. Your appeal must be in writing, setting out the grounds of appeal, and must be made within 5 working days of the Company's decision.
- The appeal will be heard either by a more senior manager than the level of management which took the decision or by a senior member of the Human Resources team. A meeting will be arranged to hear the appeal and your rights and obligations in respect of that meeting

will reflect those at the second stage of the Grievance Procedure. The decision will be confirmed in writing to you after the appeal meeting and that decision will be final.

- Where an allegation of harassment is upheld and a penalty short of dismissal is appropriate (e.g. a written warning) the person who conducted the hearing will consider whether further action could reasonably be taken so that the complainant can continue working without embarrassment or anxiety. This may involve mediation, transferring one party to a different work area, or amending work practices to minimize contact between the complainant and the harasser.

It is emphasized that a good faith complainant will not be victimized in any way. However, any malicious unfounded complaints may result in disciplinary action against the complainant and/or against any worker who knowingly in bad faith supports or assists in the bringing of a false complaint of harassment.

3 BUSINESS AND ETHICS POLICY

Facebook employees should always act lawfully, ethically, and in the best interests of the Company. This policy provides some basic guidelines. Employees who are unsure whether their conduct or the conduct of their coworkers complies with this policy should contact their manager, another manager, Human Resources, or the Legal Department. This policy applies to all Facebook personnel, including directors (in connection with their work for Facebook), officers, and employees of Facebook and its corporate affiliates, as well as contractors, consultants, and others working on Facebook's behalf.

Conflict of Interest

Facebook personnel are expected to use their judgment to act, at all times and in all ways, in the best interests of Facebook. As such, Facebook employees should attempt to avoid actual or apparent conflicts of interest. A conflict of interest exists when your personal interests interfere with the best interests of Facebook. For example, a conflict of interest may occur when an employee or an employee's family member receives a personal benefit as a result of the employee's position with Facebook. A conflict of interest may also arise from your personal relationship with a customer, supplier, competitor, business partner, or other employee, if that relationship impairs your objective business judgment.

The best rule for any situation that appears to present a conflict of interest is to "abstain and disclose." If it is not possible to avoid participating in the event or activity creating the conflict, be open and honest about the possibility of a conflict and avoid participating in decisions that might raise the appearance of a conflict.

If you believe a conflict of interest may exist, you should promptly notify Human Resources. Human Resources, in coordination with the Legal Department, will consider the facts and circumstances of the situation to decide whether corrective or mitigating action is appropriate.

Avoid accepting gifts or favors that might influence, or even appear to influence, your independent judgment. Neither you nor any member of your family may accept any gift associated with doing business for Facebook that: (1) goes beyond common courtesies; (2) obligates you to the giver; (3) creates the appearance of a conflict of interest; or (4) might embarrass the Company.

You may participate in reasonable business entertainment, such as having lunch or dinner or attending a cultural or sporting event with a business counterpart, so long as the entertainment is reasonable and customary in scale and expense, and in furtherance of the business relationship. You may not accept travel or accommodations in connection with entertainment.

You may not accept gifts of any substantial value. Permissible gifts include such things as moderately priced clothing or memorabilia bearing the logo of the business partner (*e.g.*, shirts, hats, pens, etc.) or gift baskets of food (which you are encouraged to share with others). Never allow these gifts to adversely affect your objectivity in making decisions on behalf of the Company.

Workplace Romance³

Facebook does not prohibit dating among coworkers. However, if a romantic relationship involves two employees within the same chain-of command, or otherwise results in an actual or apparent conflict of interest, the relationship must be disclosed to Human Resources, and may result in at least one of the employees being reassigned to a different position within the Company.

Communications

Make all business records and communications (including email and Instant-Messenger messages) clear and accurate. They may become public through litigation, government investigation, or publication in the media. Avoid exaggeration, overly colorful language, speculation, legal conclusions, derogatory or sarcastic remarks, or characterizations of people or companies.

Consult with the Public Relations Department before making statements or providing information about Facebook, our products, or our business prospects to the press, financial analysts, or investors, or through any public forum.

If you are asked to speak to an audience or group (such as a tradeshow or conference), check with your manager and Public Relations about appropriate messaging. Potential legal risks from inaccurate statements include claims of false advertising, misrepresentation, breach of contract, securities fraud, unfair disclosure, and antitrust violations.

Don't give an endorsement or other statement on behalf of Facebook, except when approved in advance by Public Relations. If you give a personal endorsement unrelated to your work at Facebook, don't use your affiliation with Facebook.

Compliance with the U.S. Foreign Corrupt Practices Act

Facebook prohibits bribery or kickbacks of any kind and to anyone in the conduct of its business. In addition, the U.S. Foreign Corrupt Practices Act (the "FCPA") governs the types of payments or gifts that can (and cannot) be made to non-U.S. officials for business purposes. Generally, the spirit of the FCPA is intended to prevent payments from being made to non-U.S. officials in order to obtain or retain business in a foreign country. However, the FCPA does allow certain types of payments, known as "facilitating payments." The spirit of the FCPA is relatively simple to understand; however, the application of the FCPA to specific circumstances can be quite complex. If you are unsure of whether the FCPA applies to specific payments, prior to making any payments or gifts to non-U.S. officials, please consult with the Legal Department.

Special Rules for U.S. Government Officials: You should also be aware that there are special, often complex rules concerning our dealings with U.S. government officials. When dealing with U.S. government officials, you are responsible for ensuring that you and Facebook abide by all applicable

³ Employees based in France should refer to the addendum specific to their country.

laws, rules, and regulations. Please consult with the Legal Department if you have any questions or concerns.

Commitment to Ethics

Facebook personnel must follow applicable laws, rules and regulations at all times. If you have any questions about the applicability or interpretation of any law, rule or regulation, you should contact Human Resources, the Legal Department, or send an email to conflicts@facebook.com.

If you learn about or suspect a violation of this policy, another Company policy, or law, you should promptly report it to your manager, another manager, Human Resources, the Legal Department. Failure to report a violation may result in disciplinary action up to and including summary termination.

Reports will be treated confidentially to the extent they reasonably can be. Facebook will not retaliate against anyone making a good-faith report of a potential violation.

Facebook will investigate any report of a violation. You should cooperate fully with any investigation, but should not investigate independently, as alleged violations may involve complex legal issues, and you may risk compromising the integrity of a formal investigation.

Facebook will take prompt disciplinary action regarding conduct that violates the law or Company policies. Discipline for a violation of Facebook policies may range from a warning up to and including summary termination. Where laws have been violated, we will cooperate fully with the appropriate authorities.

Policy Prohibiting Retaliation

It is against Company policy (and may be unlawful) for any employee to retaliate against any person for reporting what he or she believed to be a violation of this policy, expressing an intent to report what he or she believed to be a violation of this policy, assisting another employee to report a violation of this policy, or for participating in any investigation pursuant to this policy.

4 WHISTLE-BLOWING POLICY

Policy Statement

The Company recognizes that incidents of workplace fraud or mismanagement are possible in any business and it is committed to ensuring that any such malpractice is prevented from happening here if possible and immediately dealt with if it does arise. Employees are often the first to realize that something is wrong in the workplace but they may feel that they cannot express their concerns because it would be disloyal to their colleagues or to the Company, or that they would be subjected to harassment or victimization.

The Company encourages employees to raise their concerns about any malpractice at the earliest possible stage and this policy sets out the correct method for raising any such concerns. Circumstances always differ and so this policy sets out general principles as to how matters should be dealt with but confers no contractual rights on employees.

Provided they follow the steps laid out in this policy, employees will be able to raise genuine concerns about malpractice within the Company without fear of harassment or victimization.

Definition of Malpractice

For the purposes of this policy, the Company considers the following matters to be malpractice:

- (a) the commission of a criminal offence;
- (b) failure to comply with a legal obligation;
- (c) the occurrence of a miscarriage of justice;
- (d) the endangerment of an individual's or individuals' health and safety;
- (e) the endangerment of the environment;
- (f) the concealment of any information pointing to any of the above matters.

Employees should feel able to report any of the above matters whether it is currently happening, has already happened or is likely to happen.

Appropriate Representatives for Disclosure

Employees should initially discuss any concerns with their immediate manager or supervisor who will attempt to resolve the matter as promptly as reasonably practicable. If the employee has no immediate manager or supervisor, he should contact *[the Managing Director/Chairman]*.

If this is not appropriate or if the employee reasonably considers that the manager/supervisor has not dealt with the concern sufficiently or at all, the employee may then raise the concern with the next

highest level of management or, in the case of an employee with no higher level of management, with the Board of Directors of the Company or the Human Resources team.

Any concerns will so far as reasonably practicable be dealt with in the strictest confidentiality at all times, although it must be recognised that in certain circumstances it will be difficult for the Company to pursue a complaint or to tackle an alleged wrongdoer without the complainant's identity becoming known. In that case, the Company may need to disclose the complainant's identity to that person or to a third party in order to give them a right of reply and/or to properly investigate the complaint but, provided the complaint is in good faith, the employee will be protected against any detriment or victimization arising out of the disclosure.

Initial Disclosure

The person hearing the complaint will arrange a confidential interview with the employee and may require the employee to detail the concern in writing beforehand. The person hearing the complaint will decide if any further action needs to be taken and if so, what. This may include requiring the employee to attend a further interview with a higher level of management (or with the Board of Directors or the Human Resources team if appropriate) and to provide any further evidence deemed necessary.

If the concern raised is found to be valid (at any stage) and is not already the subject of internal or legal proceedings, a decision will be taken by the Company as to how to proceed and this may include one or more of the following:

- (a) referral of the matter to the Board of Directors or an appropriate independent party with a view to internal investigation;
- (b) referral of the matter to the appropriate external regulatory body for investigation;
- (c) referral of the matter to the police;
- (d) referral of the employee to the Company's Grievance Procedure.

External Disclosure

If the employee has followed the above procedure and is genuinely and reasonably dissatisfied with the outcome, the employee may raise the concern confidentially with the appropriate regulatory authority, the police or a Member of Parliament. The employee must inform the original manager/supervisor/next highest level of management/Board of Directors before taking this action.

The employee may also take this action if he has reasonable grounds for belief that all of the management consulted are or were involved in the malpractice which he has alleged or that he will be subjected to a detriment if he raises the matter internally.

The rules covering external disclosure do not apply for the purpose of taking confidential legal advice from a professionally qualified lawyer.

Protection from Victimization or Detriment

The Company confirms that, provided the employee raises the concern about malpractice in good faith and not out of any malice or with a view to personal gain and has reasonable grounds for belief in the concern and acts within the bounds of this policy:

- (a) so far as reasonably practicable the employee's identity will not be disclosed at any time, unless necessary for the purposes of investigation or to comply with a legal obligation;
- (b) the employee will not be subjected to any harassment, victimization or disciplinary action as a result of raising the concern, provided he has complied in full with this policy;
- (c) so far as reasonably practicable any supporting evidence relating to the concern will be kept secure at all times.

Disclosures Outside This Policy

If, at any time, it is discovered that the employee has raised a concern maliciously, vexatiously, not in good faith or with a view to personal gain or that he has breached the terms of this policy, the employee will lose the protection under this policy and may be subject to disciplinary action under the Company's disciplinary procedure (including, in certain circumstances, summary dismissal).

5 WORKING TIME POLICY⁴

Hours of Work

Facebook's normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

The Working Time Regulations entitle all employees to the following:

- maximum of 48 hours working time in a 7 day period, averaged over specific successive periods of 17 weeks;
- entitlement to a rest period of 11 hours in each 24 hour period;
- entitlement to a rest period of 24 hours in a 7 day period, or a period of 48 hours in a 14 day period;
- entitlement to a rest break of 20 minutes (*e.g.* lunch) where your daily working time is more than 6 hours;
- entitlement to a minimum amount of paid annual leave each year.

You should note that where there is a foreseeable surge of activity or where your activities are affected by an occurrence due to unusual and unforeseeable circumstances beyond our control or exceptional events the consequences of which we could not have avoided, your entitlements to daily and weekly rest periods and rest breaks will not apply, although wherever possible, you will be allowed an equivalent period of compensatory rest.

An opt out in relation to the 48 hour week is provided with your contract of employment/offer letter should you wish to complete it.

⁴ Employees based in France and Ireland should refer to the addendum specific to their respective countries.

6 LEAVES OF ABSENCE⁵

Facebook recognizes that employees may occasionally need time away from work to fulfill certain civic obligations, attend to medical conditions, provide family care, and/or address other personal issues. The following types of leaves are summarized below:

- witness duty leave/jury duty leave
- maternity, adoption and paternity leave
- parental leave
- emergency time off for dependents
- time off for medical appointments
- bereavement leave

It is important to recognize that the eligibility requirements and benefits differ from one type of leave to another. As a result, it is important that employees read this policy carefully. Any questions regarding this policy or the eligibility for any type of leave should be directed to Human Resources or the Legal Department.

Types of Leave

Witness Duty Leave / Jury Duty Leave

Witness Duty. If you receive a witness summons to provide testimony in a deposition, court or other legal proceeding, please notify your supervisor immediately so that he or she may plan the department's work with as little disruption as possible. Employees should submit their witness summons or other legal document requiring the employee's attendance, to his/her supervisor or Human Resources. Employees who are released from witness duty before the end of their regularly scheduled shift are expected to call their supervisor as soon as possible and to report to work if requested.

Jury Duty. If you are called to perform jury duty, please notify your supervisor immediately so that he or she may plan the department's work with as little disruption as possible. Employees should submit the juror summons to his/her supervisor or Human Resources. Employees who are released from jury service before the end of their regularly scheduled shift or who are not asked to serve on a jury panel are expected to call their supervisor as soon as possible and to report to work if requested.

⁵ Employees based in France and Ireland should refer to the addendum specific to their respective countries.

Absences in connection with Witness Duty and Jury Duty are paid in accordance with the statutory requirements in force from time to time.

Maternity and Adoption Leave

All female employees are entitled to 26 weeks' ordinary maternity and/or adoption leave and 26 weeks' additional maternity and/or additional adoption leave making a total of one year. For details of the Company's policy in this regard, you should contact the Human Resources team.

Paternity Leave

Provided that an employee has 6 months' service with the Company at the 15th week before the expected week of childbirth and is the father of the child or the partner of the mother of the child (partner is someone who lives with the mother of the baby in an enduring family relationship with responsibility for the child's care but is not an immediate relative and partner may include a female partner in a same sex couple) then that employee is entitled to 2 weeks' paternity leave per birth (not per child in the case of multiple births).

Leave must be taken in 1 block of 2 weeks or 2 blocks of 1 week within two months of the birth of the baby/babies and you are required to give the Company 15 weeks' notice of the dates on which you wish to take your leave, though this may be amended later by giving four weeks' notice of the change.

[Paternity leave is paid at the lower rate of Statutory Maternity Pay which is currently £117.18 per week but is amended in April each year. – ***This is the statutory minimum but often companies enhance to full pay for eligible employees as a benefit.***]

Parental Leave

Parental Leave is defined as leave taken to look after a child or to make arrangements for the good of the child. To qualify for Parental Leave you must have one year's continuous service with the Company, you must have responsibility for a child and the leave must be for the purpose of "caring for that child."

The right to Parental Leave applies up until your child's fifth birthday or 18th birthday if the child is disabled. All eligible employees are entitled to 13 weeks' leave per child. You may not take more than four weeks in one year and leave should be taken in minimum blocks of one week.

Parental Leave is unpaid.

All employees must give a minimum 4 weeks' notice of their intention to take Parental Leave. The notice must specify the dates on which leave is to begin and end. The Company may postpone the leave for up to 6 months where the business would be "substantially prejudiced" if the employee took the leave at the time requested.

Emergency Time off for Dependents

All employees have the right to a reasonable amount of time off work to deal with certain unexpected or sudden emergencies involving your dependants and to make any necessary longer term arrangements. As the description suggests, the emergency must involve a dependant of yours. The right to time off in these circumstances is to unpaid time off.

This right is available as soon as you commence work with the Company provided that you fulfil the conditions set out in this policy. No qualifying service is required.

A dependant for these purposes will usually be your husband, wife, child or parent. The term will also include a person who lives in the same household as you, such as a partner or an elderly relative, but does not include tenants, boarders or employees living within the family home. Where the emergency involves illness, injury or disruption of care arrangements, a dependant may also be a person who reasonably relies on the employee for assistance - for example, where the employee is the primary carer of that person or is the only person who can help in an emergency.

You must tell the Company as soon as you can of your absence, the reason for it and how long you expect to be away from work. This notice should be given to the Human Resources team and your line manager/supervisor. If the Company considers that you are or have been abusing the right to time off under this policy, you may be subject to disciplinary action in accordance with our normal disciplinary procedure.

Time Off for Medical Appointments

Medical appointments should be arranged outside working hours where possible or if not, at the end or beginning of the working day. Such appointments will be unpaid (if they are during working hours) or alternatively you can choose to make up the hours either at the start or end of the day. You are required in all cases of medical appointments during working hours, to provide the Human Resources team or your line manager/supervisor, proof of the appointment in the form of a copy of your appointment card.

Bereavement Leave

In the event of a death in an employee's immediate family, an employee may take up to five working days (pro rata for part time employees), with pay, to handle family affairs. "Immediate family" is defined as a father, mother, brother, sister, spouse, child, mother-in-law, father-in-law, grandparent, grandchild, domestic partner, step-parent, step-child or step-sibling.

7 FLEXIBLE WORKING

Facebook recognizes that there are considerable demands on employees to balance their work and their home life and to this end all requests to work flexibly will be considered by the Company in the context of the needs of the business. In the first instance you are encouraged to put any request to your line manager who will consider the request and respond to you. If you are the parent of a child under the age of 6 then there is a right to make a formal request and if you wish to do so, then you should contact the Human Resources team for further information – but in any event we encourage all requests to be made informally in the first instance.

8 HOLIDAYS

Company Holidays

The Company publishes a local holiday schedule at the beginning of each year. Please see [http://www.dev.facebook.com/intern/wiki/index.php/Employee Info](http://www.dev.facebook.com/intern/wiki/index.php/Employee_Info) for the list of paid local Company holidays for your location.

Annual Leave

Your entitlement to paid annual leave is as set out in your contract of employment/offer letter.

9 ELECTRONIC COMMUNICATIONS USAGE GUIDELINES⁶

Authorized Usage of Facebook-Provided Devices and Systems

For the purpose of conducting Facebook's business, employees are provided with access to Company telephones, computers, pagers and other devices and electronic communications systems so that they may utilize emails, facsimiles, instant messages, the Internet and other media in a manner that is consistent with the business needs of Facebook and the sensitivity of the information being communicated. Facebook devices and systems must not be used for charitable, political or religious purposes or in connection with private business activities. Employees must avoid both the appearance and reality of inappropriate use of Company resources.

Use of Other Devices and Systems for Facebook Business

By providing employees with approved electronic communications devices and systems, Facebook expects that Facebook business will generally not be conducted utilizing other devices and systems. In particular, employees must not use personal email accounts or personal instant messaging accounts to communicate with third parties regarding Facebook business, as this circumvents logging, virus checking, content screening and other controls established by Facebook. In the rare circumstances where an employee must utilize another device or system to conduct Facebook business, it is essential that employees take appropriate measures to protect confidential, trade secret, privileged and/or proprietary information or personal data from unauthorized disclosure.

Company Property/No Expectation of Message Privacy

Subject to applicable local laws, all employee communications utilizing Facebook devices and systems are the property of Facebook. They are not the personal property or private communications of the employees utilizing them. Facebook makes no representation that communications will be private and all employees should expect that they have no privacy as to any communication using Company equipment. By using these devices and systems, employees agree that their communications and all information stored on Facebook devices and systems are the property of Facebook and that they are subject to content monitoring, message logging, preservation, deletion, disclosure and other actions as may be legally required or as may be deemed necessary or appropriate by Facebook management.

Professional Tone and Content

All employee communications, including those utilizing Facebook devices and system must be professional in tone and content. The user's identity should be included and accurately represented. Employees must not use profane or offensive language or make derogatory remarks, in joking or otherwise, that would embarrass the sender, the recipient, another employee, or Facebook, if disclosed. Employees must avoid expressing opinions on legal or financial liabilities of the Company, or similar matters, unless they have been specifically authorized to do so. A useful exercise is for employees to ask themselves one of the following questions before sending a communication: "How would I feel if I had

⁶ Employees based in France should refer to the addendum specific to their country.

to explain my communication to my co-workers, my boss or members of a jury/a judge in litigation?” and “How would I feel if my communication was published on the front page of the Sun?”

Protection of Sensitive Information

All electronic communications containing confidential, privileged or otherwise sensitive information should be conspicuously labeled as such with the appropriate notation (*e.g.*, “Confidential,” “Attorney-Client Privileged Communication”) to alert recipients to the sensitivity of the information and to remind them that the information must not be used for unauthorized purposes or disseminated further without proper authorization.

Message Forwarding

Electronic communications users must exercise caution when forwarding messages. Sensitive Facebook information must not be forwarded to any party outside Facebook. Blanket forwarding of messages to parties outside Facebook is prohibited.

Public Representations

No public representation about Facebook may be issued unless it has been approved by the Public Relations Department. Facebook, as a matter of policy, does not send unsolicited electronic mail. Except as otherwise specifically authorized by Facebook management, no one outside Facebook may be placed on an electronic mail distribution list without indicating their intention to be included on the list through an opt-in process.

Electronic Communications May Be Subject to Records Retention Duties

Electronic communications containing information that is subject to document retention duties or Facebook archival requirements must be retained just as they would be in hard copy form. Such communications include, among other records, contracts, personal records, certain financial records, documentation of business transactions; formal management approvals, authorizations or delegations; tax records; and documents relating to pending or reasonably foreseeable lawsuits or other legal proceedings. The Legal Department should be consulted regarding preservation and copying of records subject to such requirements.

Purging of Electronic Messages and Other Records

Messages and other electronic records that are no longer needed for Facebook business purposes and that are not subject to a legal or Facebook policy requiring that they be retained must be periodically purged from Facebook devices and systems.

Internet Access

Employees with Internet access are expected to use this resource in accordance with these guidelines and sound judgment.

Access To Facebook Devices and Systems

When an employee's employment with Facebook ends, all access rights to Facebook devices and systems and the information contained therein also ends.

10 NO DOOR POLICY

Purpose

The purpose of the “No Door Policy” is to implement the Facebook philosophy that employees should be encouraged to raise their work-related concerns informally with their immediate supervisors or with any other supervisor of their choice. The Company will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution confidential; however, please recognize that in the course of investigating and resolving the concerns some dissemination of information to others may be appropriate or required by law.

Procedure

You are encouraged to raise work-related concerns with your immediate supervisor as soon as possible after the event that causes the concern. Alternatively, if you believe that your immediate supervisor is not the appropriate person with whom to raise the concern, you may raise it with the Director of Human Resources or with any other Company supervisor of your choice.

You are encouraged to pursue discussion of your work-related concerns with the supervisors of your choice until the matter is fully resolved. The Company believes that employee concerns are best addressed through informal and open communication.

In the event that you feel your concern has not been dealt with adequately via the Open Door Policy, then you are free to raise a grievance through the formal grievance procedure below.

11 GRIEVANCE PROCEDURE

When complaints and grievances cannot be resolved through the No Door Policy, the Grievance Procedure gives employees the opportunity to seek formal redress. This Procedure does not form part of your contract of employment.

STAGE ONE

You must set out the grievance in writing and provide it to your line manager or, if the matter relates to the line manager or that line manager dealt with your grievance through the No Door Policy, the next level of management. The grievance will be investigated and you will be given the opportunity to make representations at a grievance hearing once the Company has had a reasonable opportunity to consider the information. You will be entitled to be accompanied at that hearing, in accordance with the right to be accompanied as set out in the Disciplinary Procedure (below).

After the hearing, the Company will inform you in writing of its decision in relation to the grievance and will notify you of your right to appeal against that decision.

STAGE TWO

If you are still dissatisfied with the outcome of the grievance at stage one, you may appeal, within 5 working days of the decision. Any such appeal must be in writing to the person who made the decision against which the appeal is made, giving the grounds for the appeal. The appeal will be heard by an appropriate senior manager who in so far as possible has not been involved in the initial proceedings. On occasions it may be necessary for this to be someone from our US offices and in such cases the meeting may be conducted by telecon.

Once the appeal hearing is completed, you will be informed in writing of the decision taken. The decision at stage two of this process will be final.

12 DISCIPLINARY PROCEDURE⁷

The Company requires good standards of discipline from its employees, together with satisfactory standards of work. The Disciplinary Procedure applies to any misconduct or failure to meet standards of performance or otherwise. The purpose of this procedure is to be corrective rather than punitive and is therefore to help and encourage you to achieve and maintain standards of conduct, attendance and performance and to ensure consistency and fair treatment for everyone. You should, however, be aware that the ultimate sanction for any disciplinary procedure is dismissal if the process of warnings etc. has failed to correct the situation. The Procedure does not form part of your contract of employment.

Summary dismissal without notice will only take place if an act of gross misconduct is committed. Gross misconduct is any deliberate act by an employee that is detrimental to the good conduct of the Company's business. Examples of misconduct and gross misconduct are listed below.

Examples of Misconduct

This is a non-exhaustive list of examples of offences which might constitute misconduct but fall short of gross misconduct:

- unauthorized or unreasonable absence from work
- lateness or other poor timekeeping
- inappropriate standards of dress
- time-wasting
- contravention of minor safety regulations
- disruptive behavior
- minor breaches of Company policies.

Examples of Gross Misconduct

What follows is a non-exhaustive list of examples of offences which might amount to gross misconduct:

- serious negligence
- dishonesty or fraudulent practices

⁷ Employees based in France and Ireland should refer to the addendum specific to their respective countries.

- falsification of Company records
- failure to comply with statutory or regulatory requirements
- breach of contract or Company policies
- serious insubordination
- violence or intimidating conduct
- deliberate damage to Company or employee property
- harassment, whether on the grounds of sex, sexual orientation, race, disability, age, religion or otherwise
- unauthorized use or disclosure of confidential or proprietary information
- attending work under the influence of alcohol or non-medically prescribed drugs
- reckless or serious misuse of a Company vehicle
- rudeness to clients/customers
- any action likely to bring the Company or the employee into disrepute
- any action designed to harm the Company's interest
- any breach of a health and safety rule which endangers the health and safety of yourself or others
- conviction for any criminal offence whilst an employee of the Company (other than minor road traffic offences not attracting a custodial sentence)
- breach of the Company's Electronic Communications Usage Guidelines
- breach of the Company's compliance/quality procedures.

Informal Action

In cases of minor infringements of the rules of conduct or poor performance, your line manager/supervisor may initially seek to counsel you on an informal basis and seek to effect an improvement at an early stage before the formal Disciplinary Procedure is invoked.

Suspension

The Company reserves the right to suspend you on full pay at any time during the Disciplinary Procedure if reasonably required by the Company. Such suspension will be for a period long enough to allow the Company to carry out a proper investigation and/or resolve any disciplinary proceedings.

In the event that you are charged with a criminal offence, other than a road traffic offence for which no custodial conviction can be imposed, the Company reserves the right to suspend you without pay or benefits pending resolution of any criminal proceedings.

Disciplinary Investigation and Hearing

Under this procedure:

- no disciplinary action will be taken until the case has been investigated to the reasonable satisfaction of the Company;
- breaches of discipline need not necessarily be of the same nature and may be combined when considering disciplinary action;
- at all stages you will be advised of the nature of the complaint against you and will be given an opportunity to state your case in a disciplinary meeting before any decision is made; and
- each step and action taken will be taken without unreasonable delay;

You will be informed that a disciplinary hearing is to be held to investigate your conduct or performance and will be given such notice of the hearing as the Company considers reasonable (or as applicable under local laws) in the circumstances to enable you to consider the issues or allegations and to give you the opportunity to have your voice heard.

Where you are required to attend a disciplinary hearing or any appeal hearing, you have the right to be accompanied by a single companion who is a trade union representative suitably qualified to accompany you or is one of your colleagues. The companion will be permitted to address the hearing (but not to answer questions on your behalf), and will be allowed to confer with you during the hearing.

Disciplinary Action

In the case of acts falling short of gross misconduct, the following procedure will normally be adopted:

- (a) For minor breaches of discipline or failure to achieve satisfactory standards, you will be given a verbal warning which will (save in exceptional circumstances) remain active for 6 months.
- (b) For more serious offences or for further transgressions or poor performance, a written warning will be given which will (save in exceptional circumstances) remain active for 12 months.
- (c) In the event of further repetition of the misconduct or in the case of misconduct which is serious but still falls short of gross misconduct and does not warrant dismissal or continuing poor performance, a final written warning will be issued. This warning will specify that failure to comply with it will result in dismissal. This final written warning will (save in exceptional circumstances) remain active for 12 months.
- (d) In the event of further or very serious misconduct or failure to achieve satisfactory standards, dismissal may result.

In exceptional circumstances, the Company reserves the right to take alternative disciplinary action, including without limitation, demotion, redeployment, transfer, suspension without pay or reduction of salary or benefits.

In cases of gross misconduct, you will normally be dismissed without notice or pay in lieu of notice.

Subject to local laws, the Company retains the right in its absolute discretion to miss any stage of the Disciplinary Procedure should the matter be serious enough in the Company's opinion to warrant a warning, or a final warning immediately or dismissal, having regard amongst other things, to the seriousness of the conduct or poor performance, any past disciplinary history, length of service, the likelihood of effective corrective action by the employee and the extent to which the Company's concerns have been notified to the employee other than through this procedure.

After any disciplinary warning ceases to be active, it will still be retained on your file and may be taken into account as part of your general disciplinary history if further disciplinary action is taken in the future.

Appeals

At any stage of the Disciplinary Procedure, you may appeal, within 5 working days of the decision. Any such appeal must be in writing to the person who made the decision against which the appeal is made, giving the grounds for the appeal. It will be heard by an appropriate senior manager, normally at the level of management immediately above that which took the decision against which the

appeal is made and who in so far as possible has not been involved in the initial proceedings. On occasions it may be necessary for this to be someone from our US offices and in such cases the meeting may be conducted by teleconference. Any decision taken by the person hearing the appeal will be final. Once the appeal hearing is completed, you will be informed in writing of the decision taken.

13 ACKNOWLEDGMENT AND RECEIPT⁸

I acknowledge that I have received a copy of the Facebook Employee Handbook, have read and agree to abide by its rules, and will return all copies of the Employee Handbook upon the conclusion of my employment with Facebook.

Employee's Signature

Employee's Name (Type or Print Name)

Date

⁸ Employees based in France should refer to the addendum specific to their country.

14 COUNTRY ADDENDA

UK Country Addendum

No relevant changes.

France Country Addendum

Changes and Additions Applicable to Employees in France

1 INTRODUCTION

The Introduction is supplemented by the following language:

The provisions of this handbook are applicable in all premises of the Company (*e.g.*, offices, company restaurant, parking, common areas, etc.). Management is entitled to enforce the rules set forth by this Handbook and grant justified derogations to it.

The provisions of this handbook shall be observed by all employees, trainees, part-time workers, agency workers, and, more broadly, any person working as an employee of Facebook.

Independent workers and all persons providing services to Facebook, whether on the premises of the Company or otherwise, should abide by the provisions of the handbook regarding Business and Ethics Policy (Section 3), Electronic Communications Usage Guidelines (Section 9) and all safety and security regulations in force in the company. Observing the abovementioned sections of the Handbook shall not in itself transform your working relationship with Facebook into an employment contract.

Equal Opportunities Statement

The first paragraph of the Equal Opportunities Statement section is replaced with the following:

Facebook considers itself to be an Equal Opportunities employer and is committed to providing equal opportunities in employment, regardless of sex, behavior, marital status, sexual orientation, religion or belief, disability, color, race, nationality, ethnic or national origin, age, pregnancy, genetic characters, disease, political opinions, membership of a trade union, physical appearance, or family name. This applies in respect of recruitment, training, promotion, remuneration and all other aspects of employment.

Reasonable differences in the treatment of sick, disabled or elderly employees may be required by applicable laws and regulations and shall not constitute a discrimination on grounds of age or disability.

Harassment Policy

The Harassment Policy section is supplemented by the following:

The Company stresses that employees' conduct, actions or behavior could constitute **harassment** if:

- Such conduct, actions or behavior (including spoken words, acts, requests, gestures or the production, display or circulation of written words, pictures or other material) is unwelcome to the employee and could be regarded as offensive, humiliating or as a request for sexual favors; or

- Such conduct, actions or behavior (including spoken words, acts, requests, gestures or the production, display or circulation of written words, pictures or other material) is unwelcome to the recipient(s) and could be regarded as offensive, humiliating or having the effect of violating the recipient's dignity, degrading his/her physical or mental health, or jeopardizing his/her career.

The Company will not tolerate any form of harassment or bullying, whatever its motivation or grounds, as we believe this is damaging to the individual employee and to the business.

You will not be victimized or retaliated against for having testified in good faith in relation to an incident of harassment.

3 BUSINESS AND ETHICS POLICY

Workplace Romance

This provision does not apply in France.

5 WORKING TIME POLICY

Hours of Work

The Hours of Work section is replaced by the following:

Facebook's normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Subject to more advantageous provisions in applicable collective bargaining agreements, the Working Time Regulations entitle all employees to the following:

- The standard working time is 35 hours of effective work per week (or 151.67 hours per month);
- maximum of 48 hours working time in a 7-day period,
- the average working time should not exceed 44 hours over successive periods of 12 weeks;
- entitlement to a rest period of 11 hours in each 24-hour period;
- entitlement to a rest period of 24 hours in a 7-day period, or a period of 48 hours in a 14-day period;
- entitlement to a rest break of 20 minutes (*e.g.* lunch) where your daily working time is more than 6 hours;

- entitlement to a minimum amount of paid annual leave each year.

You should note that where there is a foreseeable surge of activity or where your activities are affected by an extraordinary occurrence due to unusual and unforeseeable circumstances beyond our control or exceptional events, the consequences of which we could not have avoided, your entitlements to daily and weekly rest periods and rest breaks could temporarily be reduced, subject to the authorization of the Labor Administration, up to a maximum working time of 60 hours in a 7-day period.

6 LEAVES OF ABSENCE

The Leaves of Absence section is replaced by the following:

Any absence for sickness or accident shall be justified within 48 hours by sending a medical certificate indicating the likely length of your absence.

All absences that have not been justified after three days could give rise to disciplinary measures. The same rule applies to any employee who would leave work without justification or without authorization earlier than his/her scheduled end of service.

Subject to the provisions of the Labor Code and applicable collective bargaining agreements, the Company is willing to accommodate the employee's reasonable requests for absences in order to fulfill certain civic obligations, attend to medical conditions, provide family care, and/or address other personal issues. Please contact your supervisor to discuss your request informally.

9 ELECTRONIC COMMUNICATIONS USAGE GUIDELINES

Authorized Usage of Facebook-Provided Devices and Systems

The Authorized Usage of Facebook-Provided Devices and Systems section is replaced by the following:

For the purpose of conducting Facebook's business, employees are provided with access to Company telephones, computers, pagers and other devices and electronic communications systems so that they may utilize emails, facsimiles, instant messages, the Internet and other media in a manner that is consistent with the business needs of Facebook and the sensitivity of the information being communicated. While a moderate use of Facebook devices and systems for personal purposes (*e.g.*, a few personal emails or personal calls for urgent matters or printing a personal letter) is tolerated, employees shall avoid using such material for charitable, political or religious purposes or in connection with private business activities. Employees must avoid both the appearance and reality of inappropriate use of Company resources.

Company Property/Message Privacy

The Company Property/Message Privacy section is replaced by the following:

Unless expressly labeled as ‘personal’ or ‘private,’ all employee communications utilizing Facebook devices and systems are the property of Facebook. They are not the personal property or private communications of the employees utilizing them. By using these devices and systems, employees agree that all their messages and more generally all information that are not expressly referred to as ‘personal’ or ‘private’ stored on Facebook devices and systems are the property of Facebook and that they are subject to content monitoring, message logging, preservation, deletion, disclosure and other actions as may be legally required or as may be deemed necessary or appropriate by Facebook management.

12 DISCIPLINARY PROCEDURE

The Examples of Gross Misconduct section is replaced by the following:

Examples of Gross Misconduct

What follows is a non-exhaustive list of examples of offences which might amount to gross misconduct:

- serious negligence
- dishonesty or fraudulent practices
- falsification of Company records
- failure to comply with statutory or regulatory requirements
- breach of contract or Company policies
- serious insubordination
- violence or intimidating conduct
- deliberate damage to Company or employee property
- harassment, whether on the grounds of sex, sexual orientation, race, disability, age, religion or otherwise
- unauthorized use or disclosure of confidential or proprietary information
- attending work under the influence of alcohol or non-medically prescribed drugs

- reckless or serious misuse of a Company vehicle
- repeated rudeness to clients/customers/fellow colleagues
- any action likely to bring the Company or the employee into disrepute
- any action designed to harm the Company's interest
- any breach of a health and safety rule which endangers the health and safety of yourself or others
- conviction for any criminal offence that is likely to impact the Company's image, its interests or its clients (other than minor road traffic offences not attracting a custodial sentence)
- repeated or serious breach of the Company's Electronic Communications Usage Guidelines

Suspension

The Suspension section is replaced by the following:

The Company reserves the right to suspend you on full pay at any time during the Disciplinary Procedure if reasonably required by the Company. Such suspension shall not exceed the reasonable period to allow the Company to carry out a proper investigation and/or resolve any disciplinary proceedings.

The handbook is supplemented by the following Health and Safety Policy and Accidents at Work sections:

HEALTH AND SAFETY POLICY

The Company is committed to providing for the health, safety and welfare of all employees.

The Company will observe the relevant laws and regulations regarding Safety, Health and Welfare at Work.

The Company will conduct its undertaking in such a way as to ensure, so far as it is reasonably practicable, that persons not in its employment who may be affected are not exposed to risks to their health and safety. Where such risks exist information will be provided and all reasonable steps will be taken to bring this to the attention of its employees.

Maintaining a healthy and safe working environment requires the full co-operation of all employees who are expected to give all possible assistance aimed at its successful implementation, to take reasonable care for their own safety and that of others.

In order to achieve this end, every employee must:

- Comply with any safety instructions and directions issued by the Company and posted on the Notice Boards.
- In the case of fire, you must evacuate the building in accordance with the Fire Instructions. It is your responsibility to be aware of these instructions and where the nearest Fire Exit and Fire Appliances are located.
- Take reasonable care for their health and safety and the health and safety of other persons (e.g., other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules that are applicable to you.
- Not engage in improper conduct or other behavior that is likely to endanger their own safety, health and welfare at work or that of any other person.
- Attend such training and undergo such assessment as may be reasonably required or as may be prescribed.
- Cooperate with the Company to ensure that the aims of the Health and Safety Policy Statement are achieved and any duty or requirement imposed on the Company by or under any of the relevant statutory provisions is complied with.
- Ensure that they are not under the influence of an intoxicant to the extent that they are in such a state so as to endanger their own safety, health or welfare at work or that of any other person.
- If reasonably required, submit to any appropriate, reasonable and proportionate test for intoxicants by, or under the supervision of, a registered medical practitioner
- Report and cooperate in the investigation of all accidents or incidents that have led to or may lead to injury.
- Use equipment or protective clothing provided in accordance with the training they have received.
- Report any potential risk or hazard or malfunction of equipment to the appropriate authority.
- Avoid bringing alcoholic beverages or narcotic substances in the workplace. Consumption of alcoholic beverages in the workplace may only be authorized by the Management in exceptional circumstances. Only beer, wine, or cider may be taken at lunchtime in reasonable quantities.
- Avoid smoking in the workplace.

- Avoid eating at their desk.

Any failure or refusal by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties specifically assigned to the employee with regard to health and safety will be regarded by the Company as misconduct which will be dealt with under the terms of the Company's disciplinary procedure.

ACCIDENTS AT WORK

If you suffer an accident on the Company's premises, you (or someone on your behalf) must report that fact to your Manager as soon as is practicable after the event. All accidents should be reported, however trivial. The accident will be recorded in the Company's Accident Book, which is kept in the HR Department.

A First Aid Box is maintained at Reception, and you should acquaint yourself with its location and the First Aiders whose names are posted on the Notice Board.

13 ACKNOWLEDGMENT AND RECEIPT

The language of the Acknowledgement and Receipt section is replaced by the following:

The Facebook Employee Handbook shall be effective one month after the completion of the implementation procedure set forth under Article L. 1321-4 and R. 1321-2 to R. 1321-4 of the Labor Code.

I acknowledge that I have received a copy of the Facebook Employee Handbook, have read and agree to abide by its rules, and will return all copies of the Employee Handbook upon the conclusion of my employment with Facebook.

Ireland Country Addendum

Changes and Additions Applicable to Employees in Ireland

2 EQUAL OPPORTUNITIES AND HARASSMENT POLICY

Equal Opportunities Statement

The first paragraph of this section is replaced with the following wording:

Facebook considers itself to be an Equal Opportunities employer and is committed to providing equal opportunities in employment regardless of gender, marital status, family status, sexual orientation, age, disability, race, religion, or membership of the Traveller community. This applies in respect of recruitment, training, promotion and all other aspects of employment. This policy does not form part of your contract of employment.

Harassment Policy

The Harassment Policy is supplemented by the following definitions of and provisions relating to bullying, harassment and sexual harassment:

- “Workplace bullying” is defined as repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work.
- “Harassment” is defined as any act or conduct including spoken words, acts, requests, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could be regarded as offensive, humiliating or intimidating. The harassment has to be based on the relevant characteristic of the employee whether it be the employee’s gender, age, race, religion, marital status, family status, sexual orientation, disability or membership of the traveller community.
- “Sexual Harassment” includes any act of physical intimacy, any request for sexual favours, or any other act or conduct including spoken words, acts, requests, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.
- In Ireland, conduct only constitutes unlawful harassment under discrimination legislation if based on any of the nine grounds above, which includes membership of the Traveller community.
- Harassment or sexual harassment can be perpetrated not only by colleagues and superiors but also by a client, contractor, customer or other business contact of the employer.

Harassment Procedure Informal

The Harassment Procedure Formal is supplemented by the following provision:

As part of the informal procedure, where an employee believes that he/she is being bullied, harassed or sexually harassed, he/she may seek the advices or assistance of the Contact Person [INSERT NAME/TITLE – THIS PERSON SHOULD NOT BE SOMEONE WHO IS OTHERWISE INVOLVED AT THE INFORMAL STAGE OR WHO WILL BE INVOLVED IN THE PROCEDURE AT A LATER STAGE. THE ROLE IS A SUPPORT AND INFORMATION ROLE ONLY] or another colleague or staff representative. The employee may then request the assistance of the Contact Person (or another colleague or staff representative) in raising the issue with the alleged perpetrator. Provision should also be made for some type of “contact person” or “competent named person” to provide a support and information role to individuals who are victims of bullying and/or harassment.

5 WORKING TIME POLICY

The rest breaks provision is replaced with the following:

- An entitlement to a 15-minute break where an employee works more than 4 hours 30 minutes; and
- An entitlement to a 30-minute break where an employee works more than 6 hours.

The provision dealing with compensation for weekly and daily rest breaks should be replaced with the following:

Where your activities are affected by an occurrence due to unusual and unforeseeable circumstances beyond our control or exceptional events, the consequences of which we could not have avoided, your entitlements to daily and weekly rest periods and rest breaks may vary. However, you will be entitled to an equivalent period of compensatory rest.

In Ireland, there is no general opt-out in the working time legislation. The opt-out provision in relation to the 48 hours week does not apply.

6 LEAVES OF ABSENCE

Maternity and Adoption Leave

This provision does not apply in Ireland. For details of the Company’s policies in this regard, please contact the local Human Resources Team.

Paternity Leave

This provision does not apply in Ireland.

Parental Leave

This provision does not apply in Ireland. For details of the Company's policy in this regard, please contact the local Human Resources Team.

Emergency Time Off for Dependents

This provision does not apply in Ireland. For details of the Company's policy in this regard, please contact the local Human Resources Team.

12 DISCIPLINARY PROCEDURE

Suspension

This provision does not apply in Ireland.