

# Global Employee Handbook

Uber

# Contents

## **03 Introduction**

## **04 Equal employment practices**

- 05 Don't discriminate
- 05 Don't harass
- 06 Don't be a bully
- 06 Employees will be held responsible for harassment and discrimination
- 07 Accommodations for medical conditions
- 07 Religious accommodation

## **08 Workplace policies and practices**

- 09 Background checks
- 09 Employee eligibility and work authorization
- 09 Hiring relatives and romantic relationships at work
- 10 Personnel records

## **12 Pay practices**

- 13 Meal and rest breaks
- 13 Overtime
- 14 Payments and salary payments

## **15 Drug and alcohol use**

- 16 Drug use/ distribution/ possession/ impairment
- 16 Alcohol use/ distribution/ possession/ impairment

## **17 Standards of conduct**

- 18 Example of inappropriate behavior
- 19 Policy regarding workplace violence
- 19 Attendance
- 20 Confidentiality

## **22 Time off**

- 23 Public/statutory holidays
- 23 Vacations
- 23 Sick leave
- 23 Leaves of absence

## **24 Comms and technology**

- 25 Use of company equipment
- 26 Social media policy
- 27 Know and follow the rules
- 27 Be respectful
- 27 Be honest, accurate, and alert
- 27 Post only appropriate and non-confidential content
- 28 Social media guidelines
- 28 Media contacts

## **29 Facilities**

- 30 Company property
- 30 Personal belongings
- 31 Health and safety
- 31 Badging policy
- 32 Visitors

## **33 Raising questions or concerns**

- 34 Open door policy
- 35 Reporting procedure
- 35 Protection from retaliation

## **37 Leaving the company**

- 38 Voluntary terminations
- 38 Return of company property
- 38 References

## **39 Thank you**

# Introduction

This Global Employee Handbook instructs and guides us on common values and reinforces the philosophy, behaviors, and culture of Uber. To keep things simple, this Handbook is applicable to Uber Technologies Inc. and all its subsidiaries. This Handbook refers to your local employer as your “**Company**”, and the Uber group of companies as “**Uber**”.

Because it would be impossible to have one document covering the laws and rules of all the 70+ countries in which Uber operates, this Handbook focuses on common global values and expectations, whereas the local country annexes focus on the specifics for your country and Company. **It is therefore important that you read this Global Employee Handbook together with your particular country annex, where applicable, to ensure that local laws and your Company's specific policies are also understood.** This Global Employee Handbook and [Uber's Business Conduct Guide](#) replace all previously issued handbooks and any inconsistent verbal or written policies or practices.

We're well aware that no one likes to read long documents full of legal jargon, so we will try to keep this Handbook short and sweet. This Global Employee Handbook summarizes the most important and universal principles, but could not and does not cover them all. Your country annex will provide more detail. If you have any questions or concerns, just ask your manager or your [HR Business Partner\(s\)](#).

And remember, this Handbook is meant to be a source of information. It is not intended to violate any law, to deprive you of your rights, or to discourage you from reporting any concerns internally or to any governmental authority about conduct you believe in good faith violates any laws or regulations. If you are concerned that any provision in the Handbook or your country annex does so, please bring it immediately to the attention of your [HR Business Partner](#) so it can be addressed.

# Equal employment practices





# Equal employment practices

## Don't discriminate

Uber places a high value on providing equal employment opportunity and maintaining a diverse workforce. We work hard to comply with all laws prohibiting discrimination and we take pride in our workforce which reflects the rich diversity of our communities and our customers. In fact, one of our core values is that “**we celebrate differences**”. Although countries where Uber operates may have some differences in how they define discrimination, Uber's culture is one of mutual respect and dignity for all, regardless of an applicant's or employee's race, color, religion, gender, pregnancy (including childbirth) or related medical conditions, age, national origin or ancestry, physical or mental disability, marital status, medical condition, sexual orientation, gender identity and gender expression, or genetic information.

Your Company's local annex may include additional protected categories and provides additional information to you to ensure that you fully comply with all discrimination laws.

## Don't harass

Uber prohibits sexual harassment as well as harassment based on any of the protected categories mentioned above.

Remember that harassment may take many different forms. Certain verbal conduct (e.g., demeaning comments or slurs), visual displays (e.g., obscene images), physical conduct (e.g., touching) or threats and demands to submit to such behavior are simply unacceptable. Period. Sexual harassment may include unwelcome sexual advances or requests for sexual favors or where the purpose or effect of the conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Your local country annex may provide you with additional guidance on this important issue, which is so key to a productive and safe working environment. This is true for not only our applicants and employees but also for anyone else with whom you come into contact including our vendors, contractors and customers.

# Equal employment practices

## Don't be a bully

Bullying or other abusive conduct is also prohibited, regardless if it is direct or indirect, verbal, physical or otherwise. This behavior violates Uber's Business Conduct Guide, which states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. The following are examples of prohibited behavior:

### Verbal

- Slandering or bad-mouthing
- Ridiculing or taunting a person
- Name calling that is hurtful, insulting or humiliating
- Abusive or offensive remarks

### Physical

- Offensive touching or threat of offensive touching
- Damage to a person's work area or property

## Employees will be held responsible for harassment and discrimination

Any Uber employee (no matter what position that person holds) who engages in **harassment, discrimination, retaliation, bullying or abusive conduct** in violation of Uber's policies or the law will be held accountable and may be subject to disciplinary action up to and including immediate termination. If an employee is held personally liable for monetary damages, Uber will **not pay damages** assessed personally against that employee, unless required by law

# Equal employment practices

## Accommodations for medical conditions

Uber understands that some people who are qualified to do the essential functions of a job may require assistance (accommodation) on either a permanent or temporary basis as a result of a disability. Your local country annex may provide you with further information about the nature of such disabilities and required accommodations. To request an accommodation in order to perform the essential functions of your job, let your manager know, preferably in writing, what barriers or limitations are creating an issue for you.

If an identified accommodation is reasonable and will not impose an undue hardship on the Company and/or a direct threat to your health and/or safety or to the health and safety of others, the Company will generally make the accommodation or may propose an alternative accommodation(s) pose an alternative accommodation(s). The Company will also consider requests for reasonable accommodations for medical conditions related to pregnancy, childbirth and lactation. You may be asked to provide medical documentation. If you have any questions, please refer to your local country annex for the information of the person to contact

## Religious accommodation

Uber also respects the diverse beliefs held by its employees and applicants as well as in our communities and by our vendors and customers. The Company will provide reasonable accommodation for employees' religious beliefs, observances, and practices when reasonable accommodation, without causing an undue hardship to the Company or others, is possible.

Employees who believe there is a conflict between their job requirements and religious beliefs, observances, or practices should let their local manager or [HR Business Partner](#) know in writing as far in advance as possible.



# Workplace policies and practices



# Workplace policies and practices

## Background checks

Uber recognizes the importance of a safe workplace for employees who are qualified, reliable, nonviolent, and who do not present a risk of harm to their co-workers or others. Checking a person's prior employment history, personal references, educational background, and other relevant information is one way the Company can help create the work environment we all want. All background checks will be conducted in compliance with applicable laws, including employment, anti-discrimination, and privacy laws.

## Employee eligibility and work authorization

Uber is committed to employing only people who are authorized to work in that country, so every applicant and employee must provide proof of their identity and legal authority to work in the relevant country. Employees are personally responsible for determining if a business or work visa is required when traveling on company business. If you are traveling to another country for business purposes, you must meet the destination country's entry requirements. For more information on obtaining business visas, visit the Immigration Page under People on Teamdot. Teamdot page. Your local country annex may also provide additional guidance.

## Hiring relatives and romantic relationships at work

We love families, and we love love, but a familial or romantic relationship among employees can create an actual, perceived or a potential conflict of interest. We understand that no one wants to work where there is either real or suspected favoritism based on who is related or who is dating someone. This is especially problematic where one relative or romantic partner supervises another relative or romantic partner or due to their position, has access to sensitive information which could affect the terms and conditions of employment of others. Any manager in a family or significant personal relationship with a subordinate must disclose the existence of the relationship to another manager or to Human Resources. The Company will discuss with both employees how to move forward and will attempt to identify other available positions for one or both employees to avoid such actual or perceived conflicts. If no options are satisfactory to both Uber and the employees, and the employees decide to continue in the relationship, the manager may be required to resign.

# Workplace policies and practices

## Performance evaluations

We all want to know how we are doing so we can do our best. Uber's performance evaluation process is a formal opportunity for everyone to take stock of what we're doing well and what we can improve upon. Typically, you will receive at least one performance evaluation per year. The frequency of performance evaluations may vary depending upon, among other things, length of service, job position, past performance, changes in job duties or recurring performance problems. Check with your [HR Business Partner](#) if your particular business unit has a different process.

The performance evaluation should help you become aware of the progress you are making, the areas in which you need to improve, and objectives or goals for future work performance. Positive performance evaluations do not guarantee increases in salary, promotions, or a bonus. In most countries, pay increases, promotions, and bonuses are solely within the discretion of the Company and depend upon many factors in addition to your individual performance. Typically, bonus payments and merit increases are only considered during the year-end performance cycle.

For more information about the performance evaluation process, please visit the [PERF Teamdot page](#).

# Workplace policies and practices

## Personnel records

Uber is legally required to keep some records related to your employment. Other records allow Uber or your Company to provide you with benefits or other privileges and manage the workforce. We are committed to the appropriate handling of your personal information that we collect or receive in connection with your employment (“Employee Personal Information”) as described in [Uber’s Employee Privacy Statement](#).

Remember to always provide Uber with accurate information and notify Human Resources of any changes to your Employee Personal Information so that the Company can maintain accurate records.

Employee Personal Information is confidential information for purposes of [Uber’s Data Access Policy](#). You may not access or seek access to other employees’ Employee Personal Information unless for a legitimate business purpose consistent with your role and responsibilities. If you have any doubt regarding how Employee Personal Information should be treated, please email the [Privacy Legal Team](#) or seek guidance from your [HR Business Partner](#).

# Pay practices



# Pay practices

## Breaks and overtime

### Meal and rest breaks

At Uber, we believe that regular rest and meal breaks make for a happier and more productive workforce. It is our policy to provide appropriate break time, subject to operational needs and supervisor discretion.

The Company will also provide a reasonable amount of break time to accommodate an employee to pump breast milk for the employee's infant child. Employees needing breaks for lactation purposes may use ordinary paid rest breaks or may take other reasonable break time when needed. Managers and supervisors may not pressure or coerce you to skip your meal periods or rest breaks. In turn, you may be legally required to accurately complete timesheets or time cards.

Any employee, supervisor, or manager who fails to observe meal period and rest break policies may be subject to discipline, up to and including termination of employment. Where applicable, please refer to your local country annex for further details regarding meal and rest breaks, as well as hours of work.

### Overtime

At Uber, we observe all applicable wage and hour laws. You will be advised if your position is eligible for overtime. **All employees eligible for overtime must obtain their manager's authorization** before working overtime or hours beyond the regular work schedule and must accurately record all hours worked. If you are eligible for overtime or work in a location where local law restricts the number of hours you may work, you should not check for, read, send or respond to work-related e-mails, text messages, or phone calls outside your normal work schedule unless specifically authorized by management. Under no circumstance may you clock in or out for another employee. Violations of these procedures may result in disciplinary actions, including oral or written warnings, suspension without pay and/or termination.

Do not worry if you make a good faith error in your timekeeping: simply report it immediately to your manager or supervisor to make the correction.

# Pay practices

## Paychecks and salary payments

The frequency of paychecks or salary payments depends in part on where you work, so check your local country annex for additional information. If there is an error in your check, please report it immediately to your manager or supervisor. Direct deposit may also be available to you upon request. Please check with local Human Resources to determine if it is available in your country.

Uber does not permit advances against paychecks.





# Drug and alcohol use

Uber strives to provide a safe environment for employees and others. For this reason, Uber has adopted a policy that all employees must report to work and remain completely free of illegal drugs, abused or non-prescribed prescription drugs. Alcohol is permitted only under limited circumstances designated below, and then always in moderation.

If you have a problem with drugs, alcohol abuse, or alcohol dependence, you should contact Human Resources for detailed information about the Company's Employee Assistance Program.



# Drug and alcohol use

## **Drug use/ distribution/ possession/ impairment**

Uber strictly prohibits the use, sale, attempted sale, possession, distribution, purchase, attempted purchase, or transfer of illegal drugs, or being under the influence of illegal drugs, or under the influence of legal drugs used in an illegal manner (e.g., if you do not have a valid prescription or are using the drugs in a manner inconsistent with prescribed frequency or dosage) while on Company premises or during work time.

“Illegal drugs” means all drugs whose use or possession is regulated or prohibited by applicable law. Employees may not bring marijuana into work, report to work or perform work under the influence of recreational marijuana even in locations where marijuana is lawful. This policy does not prohibit you from possessing and using lawfully prescribed or over-the-counter drugs, other than medical marijuana which will not be accommodated unless required by law. If you take medication, you should determine from your healthcare provider or pharmacist whether the prescription drug could impair your ability to perform your job safely and effectively. If your performance may be limited at work by use of a legal drug, you should advise your supervisor and Human Resources so that reasonable accommodations can be considered.

## **Alcohol use/ distribution/ possession/ impairment**

Uber does not allow the unauthorized use or possession of alcohol on Company premises or during work time, and does not allow reporting to work or performing work while impaired as a result of drinking alcohol.

Sometimes, the Company may allow alcohol to be served. For instance, drinking may be allowed when the Company sponsors parties or social events. Alcohol may be served at these events only with the approval of Human Resources and a manager (Director level or above), and only to employees of lawful drinking age. The consumption of alcohol in these situations must be moderate and reasonable, and all employees are expected to observe the Company’s standards of conduct and other policies, including the policies prohibiting unlawful discrimination and harassment. Remember that you are not allowed to bring outside alcohol to these events.

Lawful off-duty alcohol use (for instance, at certain Uber offices where alcohol is made available after business hours) is allowed, but must remain moderate and reasonable and must not interfere with your job performance. Drinking must never cause you to lose good judgment or allow a violation of Uber’s non-discrimination, harassment or retaliation policies. You must always obey applicable vehicle laws and should never drive under the influence of alcohol or other prescription or non-prescription drugs.

Remember that a violation of this Drug and Alcohol Use policy may result in discipline up to and including termination, consistent with applicable law.



# Standards of conduct

In order to provide the best possible work environment, Uber expects you to follow standards of conduct that will protect the interests and safety of all employees and the organization. All Uber employees are expected to accept certain responsibilities and exhibit a high degree of integrity at all times. It would be impossible to identify every rule of conduct, so below are some examples of inappropriate behavior that may result in disciplinary action, up to and including termination of employment. This list is not intended to be comprehensive nor does it limit the Company's right to impose discipline for any other conduct, where appropriate. Your Company may have additional work rules or internal regulations with which you are expected to comply. Please also consult your local country annex.

# Standards of conduct

## Examples of inappropriate behavior

- Falsifying employment records, employment information or other records
- Failing to cooperate with a company investigation, interfering with, or not telling the truth during an investigation
- Carrying firearms, other weapons, explosive devices, or dangerous substances or materials at any time, on premises owned or occupied by the Company
- Recording the work time of another employee, allowing any employee to record another employee's work time, or allowing falsification of any timecard, whether yours or another employee's
- Fighting and/or engaging in threats of or actual violence
- Threatening, intimidating or coercing other employees on or off the premises at any time, for any purpose
- Spreading malicious gossip and/or rumors
- Restricting work output or encouraging others to do the same
- Theft or unauthorized possession of Company property or the property of any fellow employee or a client
- Unauthorized possession or removal of any Company property, including documents, from the premises without prior permission from management
- Using Company equipment, materials, supplies, tools or products for personal reasons that are excessive or inappropriate
- Violations of the Company's attendance or sick leave policies
- Negligence, unprofessional conduct, or conduct improper for the workplace including but not limited to use of abusive language, disruptive behavior or other disrespectful or disorderly conduct that may endanger the life or safety of another person or damage property
- Engaging in an act of sabotage or hacking
- Negligently or willfully causing the destruction of or damage to Company property, or the property of fellow employees, customers, vendors, or visitors in any manner
- Creating or contributing to unsanitary conditions
- Violating Uber's privacy policies and procedures (e.g., [Privacy Review Policy](#), [Internal Privacy Policy](#), [Data Access Policy](#), [Data Retention & Deletion Policy](#), etc.)
- Violating applicable laws and regulations
- Violating this Global Employee Handbook local country annexes, applicable Company policies or [Business Conduct Guide](#).

These standards of conduct apply to all employees whenever they are on Uber property and/or conducting Uber business occurring on or off Uber property.

# Standards of conduct

## Policy regarding workplace violence

The safety and security of employees is important to us. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect Uber, or its employees, vendors or consultants, or which occur on Uber property, will not be tolerated.

This prohibition applies to everyone, including Uber personnel, contract and temporary workers and anyone else on Uber property. Violations of this policy, by anyone, will lead to disciplinary and/or legal action as appropriate to the full extent permitted by applicable law.

If you believe threats or acts of violence have been made against you or others, please report the details of the incident(s) to your manager, Human Resources, and/or Security ([security@uber.com](mailto:security@uber.com)) as soon as possible. All incidents of violence and threats of violence that are reported will be investigated.

Anyone who engages in a threat or violent action on Uber property may be removed from the premises as quickly as safety permits and may be required to remain off Uber premises pending the outcome of an investigation into the incident.

## Attendance

As an employee, we expect you to show up to work on time. Excessive unjustified absences and tardiness cause problems for other employees and your manager. When you are absent or late, your workload must be performed by others, just as you must assume the workload of others who are absent or late.

If you are sick and can't come to work, contact your manager as soon as possible. You should also inform your manager of the expected duration of any absence. The Company will comply with applicable law relating to time off from work, but it is your responsibility to provide sufficient information to enable the Company to determine if any such law(s) applies to the absence. You should also keep in touch with your manager and notify the Company of any change in your status as soon as possible.

Excessive absenteeism or tardiness may lead to disciplinary action, up to and including immediate termination of employment. If you fail to report for work without any notification to your manager, you may be considered to have resigned your employment.

Employees with disabilities may be granted reasonable accommodation if undue hardship does not result to the Company's operations.

Your local country annex may provide additional attendance guidelines.



# Standards of conduct

## Confidentiality

Non-public information about Uber, its employees, users, customers, clients, partners, suppliers and vendors and non-public records and files maintained by Uber are to be kept confidential and shared only with people within Uber with a need to know, and authorized to receive, such information. Review your Company's Confidentiality Agreement (see Workday) for more information. If you are not sure whether information should be shared, err on the side of caution: do not share the information and seek guidance from your manager.

Confidential information includes financial records, information regarding client or partner transactions, client or partner account information, information regarding users, customers, clients, partners, vendors or suppliers, or any documents or information regarding Company operations, procedures or practices. It also includes company strategies, forecasts, financials, planning, and budgets are all considered non-public and/or confidential information.

Other types of non-public/confidential information include but are not limited to:

- Information revealed at All-Hands that is not otherwise public
- Financial information
- Operational information or any other business metric (e.g., number of riders or trips in a market)
- Internal emails about company events, such as compensation, executive departures, etc. (even internal emails from executives going to the entire Uber employee base)
- Personal information about Uber driver-partners, riders, vendors or any other partner or organization that we have information about
- Anything related to a legal or regulatory issue, case or investigation
- Anything related to or mentioning an IPO



Such confidential information may not be removed from Uber premises or shared publicly or in a public forum without express authorization. Please refer to Uber's Third-Party Information Security Policy when working with, and sharing information, with vendors, suppliers, and other authorized external partners.

Nothing in this section is intended to restrict you from discussing your compensation or the terms and conditions of your employment with other employees or with people outside Uber as long as the Company's confidential information is not disclosed.

If you obtain confidential information during or through employment with the Company, you may not use it in order to further current or future outside employment or to obtain personal gain or profit. This duty remains in effect during and after your employment with the Company. We reserve the right to use any available legal means to prevent impermissible use of confidential information or to recover damages incurred as a result of such impermissible use of confidential information.

Similarly, if you obtained confidential information from other sources, such as prior employers, you should not use or disclose that information in your current position with Uber.

# Time off



# Time off

## Public/ statutory holidays

The Company's paid holidays vary by year, depending on the date the holiday may fall, and by country. Please review your local country annex or PTO policy for more information.

When a holiday falls on a regular day off such as Saturday or Sunday, it is usually observed on the preceding Friday or the following Monday. Holiday observance will be announced in advance.

## Vacations

Please review your country annex or consult your manager or local HR to familiarize yourself with the Company's paid time off policy for vacations. If you are eligible, please request vacation as far in advance as possible. Remember that the Company may grant or deny vacation in order to maintain adequate coverage.

## Sick leave

Uber offers sick leave when you cannot work due to an illness or injury. Notify your manager in advance if the sick leave is planned, for instance when you schedule a doctor's appointment. If your sick leave was not planned (for instance, if you unexpectedly get sick or for a medical emergency), give notice as soon as practical.

We expect you to use good judgment and not abuse your sick leave privilege. If you repeatedly miss work without justification, the Company may take disciplinary actions. Please review your country annex or consult your manager or local HR for any additional information.

## Leave of absence

You may be eligible for Leave of Absence programs if you are unable to work due to qualifying situations. Please review your country annex or consult your manager or local HR for any additional information.

## Other time-off benefits

Depending upon your location, the Company may offer additional time-off benefits. Please review your country annex or consult your manager or local HR for any additional information.





# Comms and technology

The Company may provide you with certain equipment and materials such as computers, printers, copiers, scanners, Internet access, electronic mail, telephones, cellular and mobile devices, other hardware and software, mobile applications, wireless and wired networks, and communications media and equipment (collectively, “Company Equipment”) to help you perform your job. Your use of Company Equipment is subject to [Uber’s Information Security Policies](#), with a special focus on the [Network and Devices Acceptable Use Policy](#), and the [Employee Privacy Statement](#).

You are responsible for the safekeeping of the Company Equipment in your possession. Unauthorized use, abuse, loss, destruction or personal use of Company Equipment is prohibited.



# Comms and technology

## You shall also be aware of and comply with the following

You must comply with policies requiring particular means of authentication to access Company Equipment.

Do not use Company Equipment in any way that is abusive, offensive, defamatory, obscene, or indecent.

Do not use Company Equipment in a manner that will disrupt the intended use of system or network resources and such use shall be appropriate for the task. For example, if every employee streams a video on the company network, the network may be overloaded and start to slow down. You must exercise strong security practices when connecting to the Company's wireless networks using Company-issued or personally-owned devices not issued by the Company.

Uber purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Uber does not have the right to reproduce such software for use on more than one computer. As a result, you may only use software on local area networks or on multiple machines according to the software licensing agreement. Uber prohibits the illegal duplication of software and its related documentation.

If you use the Internet and/or emails, you should take the necessary anti-virus precautions before downloading or copying any file. Please check all downloaded files and check all compressed files before and after decompression.

Uber is committed to maintaining a workplace free of harassment and discrimination, and one that is sensitive to the diversity of its employees. Do not use our communication or information systems in ways that are harassing, intimidating, threatening, disruptive, offensive to others, or harmful to morale.

Employees who violate these policies may be subject to disciplinary action, up to and including termination of employment.

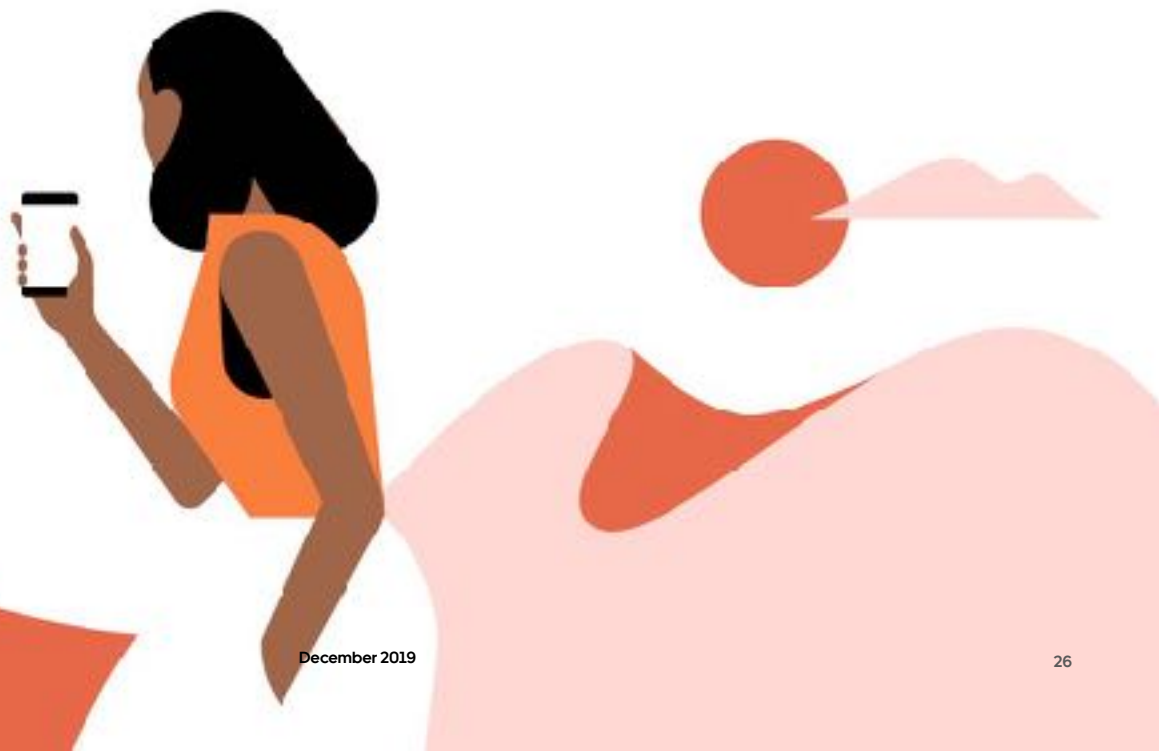
# Comms and technology

## Social media policy

At Uber, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world, although it also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

In the rapidly expanding world of electronic communication, “social media” can mean many things. “Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with Uber, as well as any other form of electronic communication.

The same principles and guidelines found in Uber policies apply to your activities online: ultimately, you are solely responsible for what you post online, so before posting anything, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of other employees or otherwise adversely affects customers, clients, suppliers, people who work on behalf of Uber’s legitimate business interests may result in disciplinary action up to and including termination.





# Comms and technology

## Know and follow the rules

Carefully read these guidelines and this Handbook and your country annex including the anti-discrimination, harassment and abusive conduct policies, and ensure your postings are consistent with these policies. Inappropriate postings may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct and may subject you to disciplinary action up to and including termination.

## Be respectful

Always be fair and courteous to other employees, customers, clients, partners, suppliers or people who work on behalf of Uber. Remember that you are more likely to resolve work-related issues by speaking directly with your co-workers and managers than by venting online.

If you do decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, clients, employees, managers or suppliers, or that might constitute discrimination, harassment or bullying.

For example, avoid offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, religion or any other status protected by law or company policy.

## Be honest, accurate, and alert

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Uber, current, fellow or employees, managers, customers, clients, suppliers, people working on behalf of Uber or competitors.

If you come across any online comments regarding Uber, whether positive or negative, you are encouraged, but not required, to share those comments with appropriate Uber contact.

## Post only appropriate and non-confidential content

You are required to maintain the confidentiality of Company trade secrets and private or confidential information as explained further in the Confidentiality and Information Security section of this Handbook. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post, forward, or externally share internal reports, policies, procedures, presentations, recordings, or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities. Such conduct (whether online or offline) may also violate insider trading laws.

Do not create a link from your blog, website or other social networking site to a Company website without identifying yourself as an Uber employee.

Express only your personal opinions. Never represent yourself as a spokesperson for Uber. If Uber is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Uber, fellow employees, managers, customers, clients, suppliers or people working on behalf of Uber. If you do publish a blog or post online related to the work you do or subjects associated with Uber, make it clear that you are not speaking on behalf of Uber. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Uber.”

Be transparent. Employees are not authorized to speak about Uber in any promotional context without fully disclosing their affiliation to Uber. An Employee's failure to be transparent could result in Uber's liability for, among other things, false advertising or misrepresentation.

## Social Media Guidelines

If you choose to engage with social media, there are [Social Media Guidelines](#) on Teamdot that must be followed.

## Media contacts

You should not speak to the media on Uber's behalf without contacting and obtaining approval from the Chief Executive Officer. All media inquiries should be directed to [press@uber.com](mailto:press@uber.com).



# Facilities



# Facilities

## Company property

All Uber property - including desks, storage areas, work areas, lockers, file cabinets, credenzas, computer systems, office telephones, cellular telephones, copy machines, and vehicles - must be used properly and maintained in good working order. You may be personally liable for replacing or fixing item and may be subject to discipline, up to and including termination if you lose, steal, damage or misuse our property.

## Personal belongings

We strongly encourage you to leave your personal belongings at home. If you must bring personal items to work, the Company may provide you with a locker and/or file cabinet with lock and key, but ultimately, it is your personal responsibility to keep your personal belongings safe and secure. Because many personal items look the same, particularly mobile phones, clearly mark them as your own. The Company assumes no liability if your personal belongings become damaged, stolen, or lost.



# Facilities

## Health and safety

The health and safety of employees and others on Uber property are very important to us. Uber also intends to comply with all health and safety laws applicable to our business.

We strive to attain the highest possible level of safety in all activities and operations but we need your help. Uber must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Be conscientious about workplace safety including proper operating methods and known dangerous conditions or hazards. Report any unsafe conditions or potential hazards to a manager immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on Company premises, or in a product, facility, piece of equipment, process or business practice for which Uber is responsible, bring it to the attention of your manager immediately.

Report any workplace injury, accident or illness to your manager and the [Environmental Health & Safety team](#) as soon as possible, regardless of the severity of the injury or accident. Please review your local country annex for additional information.

## Badging policy

Part of providing a safe and secure working environment includes preventing unauthorized access to Uber's facilities.

The badge you are issued when you join the Company is your access key into Company facilities, so it's important to follow a few simple guidelines:

- Wear your Company issued badge at all times while on Company premises.
- Your badge must be visible at all times so that your colleagues can clearly see it.
- Your badge should never be shared.
- Do not tailgate. Everyone needs to badge in.
- Be aware of your surroundings. Look out for those without a badge and ask them to show their badge.
- If your badge is lost, report it immediately to our Global Security Operations Center ([security@uber.com](mailto:security@uber.com)) and file a request with the badging team for a replacement.
- Badges are the property of the Company and must be returned to your manager at the conclusion of your employment.

# Facilities

## Visitors

All visitors must be escorted at all times by a Company employee.

If your visitors act in a way that disrupts the work environment or threatens the security of the Company and/or its employees, you may be held responsible for their actions.

Visitors accessing Uber workspace must sign an NDA and the visitor management system where applicable.

Visitors should not take photos in work areas or enter restricted/sensitive areas.

Visitors are never allowed during the All-Hands meetings or any internal Uber meetings.

Uber Security has the right to restrict access to any visitor.

Uber reserves the right to inspect and verify the contents of bags, boxes, containers, or other items brought onto company premises by visitors.

Failure to follow the badging and visitor policies may result in disciplinary action, up to and including termination. Please refer to the complete [Badging Policy](#) on Teamdot.



# Raising questions or concerns



# Raising questions or concerns

## Open door policy

At some point during your employment, you may have a complaint, suggestion, or question about your job, your working conditions or the treatment you are receiving. We all have a common interest in ensuring that employees feel comfortable reporting if they have a good faith concern and that prompt, appropriate action is taken by the Company if the concern is valid. That is why the Company has established multiple ways for you to bring good faith concerns regarding violations of this Handbook or its country annexes to its attention.

We ask that you take your concerns first to your manager, following these steps:

- 01** As soon as possible, bring the situation to the attention of your immediate manager and/or your next level manager, who will review and will attempt to resolve your issue. You may also bring the situation to the attention of your [HR Business Partner](#), who will also attempt to resolve your issue.
- 02** It does not mean that every problem will be resolved to your satisfaction, but you need to let know your concern so that the Company has a chance to address it.

# Raising questions or concerns

## Reporting procedure

If you observe, receive reports or complaints of, or otherwise become aware of prohibited behavior, and you live in a country where your concern may be reported via a company helpline, you can report a concern to your manager, HR and/or through the [Uber Integrity Helpline](https://t.uber.com/helpline) at [t.uber.com/helpline](https://t.uber.com/helpline). Failure to do so, in appropriate cases, may result in disciplinary action.

Your report can be verbal or in writing, but it should be specific and should include the names of the individuals involved, the names of any witnesses and any documentary evidence (notes, pictures, emails, etc.). After a report is received, the Company will undertake an investigation and attempt to resolve the situation. The Company will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible and consistent with legal requirements. The investigation will be completed and a determination made and communicated to you as soon as practical.

If the Company determines that a violation has occurred, appropriate and effective remedial action will be taken by the Company regardless of the level or performance of the perpetrator. Appropriate action will also be taken to deter any future prohibited conduct.

## Protection from retaliation

Uber prohibits retaliation against any employee by another employee, or by Uber, for in good faith reporting, filing, testifying, assisting or participating in any internal or external investigation or any proceeding or hearing conducted by or before a government enforcement agency. Prohibited retaliation includes, but is not limited to, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions, or otherwise denying any employment benefits.

Uber also prohibits retaliation against any employee who opposes in good faith harassment or discrimination or other conduct that violates Uber's policies. Opposition includes, but is not limited to: seeking advice or assisting or advising any person in seeking advice of an enforcement agency regardless of whether a complaint is filed or, if filed, substantiated; opposing employment practices that an employee in good faith believes to be or are unlawful; participating in an activity in good faith perceived to be in opposition to discrimination by an employer covered by the law; or contacting, communicating with or participating in any human rights or civil rights agency proceedings in good faith.

# Raising questions or concerns

If you believe you or any other employee has been subjected to any form of retaliation in violation of Uber's policies, please notify your manager or [HR Business Partner](#) immediately.

If you live in a country where the Helpline may be used for these matters, you can also report a concern through the Uber Integrity Helpline at [t.uber.com/helpline](https://t.uber.com/helpline). Any good faith report of retaliation, just as other violations, will be thoroughly investigated. If a complaint of retaliation is substantiated, appropriate disciplinary action up to and including termination, may be taken by the Company.





# Leaving the company



# Leaving the company

## Voluntary terminations

If you decide to leave your employment, please provide the notice required in your employment agreement, relevant work rules or internal regulations, the law, or as provided by your local country annex. If there is no such requirement, we ask that you give us at least two (2) weeks' written notice in order to make the necessary adjustments to our operations.

## Return of company property and company information

Employees must return all Company property (e.g., computers, vehicles, passwords, ID badges, credit cards) and Company information (e.g., records, files, documents) that is in their possession or control in the event of an employment separation. No information belonging to Uber can be copied or removed from the corporate network for an employee's personal use. We also reserve the right to take appropriate action to recover or protect Uber property.

If you use your own personal equipment and/or software to access Company data, networks or computer systems, all software must be uninstalled and any Company data must be deleted upon your leaving the Company.

The only exception to this rule occurs when we specifically ask you not to delete such data, for instance when the Company is subject to a litigation hold, is conducting an internal investigation, or simply when we want to make sure we have a copy of the data before you delete it.

## References

All requests for references must be directed to People Operations.

No other manager or employee is authorized to release references for current or former employees on Uber's behalf. Uber's policy regarding references for former employees is to disclose only the dates of employment and the title of the last position held.



# Thank you

Many policies and employee benefits are described only briefly in this Handbook. If you have any questions or want more information, please review your country annex or consult your manager or local HR.

Uber