

Emergency Contact Information and Consent for Personal Cell Phone and Email Communications

Employee Name: _____

Employee Personal Cell Phone Number: _____

Employee Personal Email Address: _____

Emergency Contact

In case of an emergency, Sodexo may need to get in contact with an individual you trust (an “emergency contact”). Please provide the below information for your emergency contact.

Emergency Contact Details:

Name: _____	Relationship: _____
Home Number: _____	Email Address: _____
Personal Cell Number: _____	

Editing Emergency Contact Details

If your emergency contact (or their contact information) changes, please promptly update Sodexo so it can keep this information current. To do so, you can log into Employee Self Service at <https://online.adp.com/portal/login>, call the PeopleCenter at 855-Sodexo-HR (855-763-3964), or inform your manager in writing of the change.

Consent for Personal Cell Phone and Email Communications

To keep employees informed about work-related issues, Sodexo may send alerts/communications via text message and/or personal email to employees who opt in. These alerts/communications will be solely for my convenience. My participation is voluntary and neither required nor necessary especially as the same information will be available for free through, for example, handouts or posters displayed at my worksite, updates displayed on

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www.Sodexolink.com, or updates from my manager. Therefore, I understand that, unless mandated by state law, Sodexo is not required to reimburse me for my use of any mobile data or text messages to receive and review alerts/communications from Sodexo. I further understand that all of Sodexo's policies regarding meal periods, rest breaks, and accurate timekeeping remain in full effect.

The general privacy policy for Sodexo is available at <https://us.sodexo.com/legal-privacy/privacy-policy.html>. Specific privacy policies related to a communication method will be delivered with the initial communication.

Editing Consent and Personal Contact Information

I understand that I can revoke or revise my consent at any time by advising my manager in writing or by calling the PeopleCenter at 855-Sodexo-HR (855-763-3964). I also understand that I can edit my contact information at any time via Employee Self Service at: <https://online.adp.com/portal/login>.

Employee Preference

Yes, opt me in! I authorize Sodexo to send alerts/communications to my cell phone and/or personal email address as provided above, or any updated cell phone numbers and email addresses I provide going forward. I understand that these alerts/messages are for my benefit and for my convenience. I also understand that message and data rates associated with these alerts/communications may apply. I agree not to hold Sodexo liable for any charges or fees generated from such alerts/communications. I understand that I may revoke my consent at any time by following the *Editing Consent and Contact Information* section above.

No, I do not authorize such communications. Sodexo will still provide notification of potential or actual emergencies that may exist such as extreme weather events, chemical leaks, fires, or active shooter situations.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the foregoing and that, if I have opted in, Sodexo may send alerts/communications to my cell phone number and/or personal email address as provided above (and any updated cell phone numbers and email addresses that I subsequently provide Sodexo).

Print Name

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Employee Signature

Date