

SUBJECT: DOMAIN NAMES AND WEBSITE DEVELOPMENT AND CONTENT		ORIGINATING DEPT: Systems Technology Group ("STG")	SECTION: Communications
DATE ISSUED: 01-15-09	SUPERSEDES: New – replaces Website Development Policy		PAGE: 1 OF 2
INITIATED BY: STG		APPROVED BY: Legal and Human Resources	

I. POLICY/PURPOSE

It is the purpose of this Policy to set forth the requirements of any Associate who, on behalf of Compass Group USA, Inc. (the "Company") or its affiliate, purchases, registers, or otherwise acquires a Domain name ("Domain"), and/or develops or updates a Company Website or any portion thereof during the course of his/her employment with the Company.

II. ASSOCIATES COVERED BY THE POLICY

All Associates of the Company are covered by this Policy.

III. RESPONSIBILITY FOR ADMINISTRATION

The Information Systems Security ("ISS") Group, Human Resources, and all levels of management are responsible for the administration of this Policy.

IV. PROCEDURES

A. Domain Name Registration

An Associate who purchases, registers, or otherwise acquires a Domain on behalf of the Company or its affiliates in the course of his/her employment understands and shall agree that all rights, title and interests in and to the Domain, including all intellectual property rights related to it, shall be owned by the Company, regardless of whether the Associate uses personal funds for the purchase of the Domain. The Associate shall not, at any time, purchase, register, or otherwise acquire a Domain under his/her name.

The Associate shall identify the Company's administrative and technical contact for Domain name registration as "**securityadmin@compass-usa.com, 2400 Yorkmont Road Charlotte, NC 28217.**" The Associate shall provide ISS with details prior to registering the Domain. At ISS's request, the Associate shall agree promptly to assign the Domain registration to the Company.

The Associate shall not purchase, register, or otherwise acquire a Domain name that contains a Company trade name without approval from Company management. The Associate shall not knowingly request registration of a

Domain, whether visible or imbedded, that contains any defamatory, inaccurate, abusive, obscene, libelous, slanderous, or threatening content, and/or that violates any federal, state or local law, and/or that infringes upon any third party's intellectual property rights.

B. Website Development and Content

An Associate who creates, develops, invents, improves, and/or updates a Company Website or any portion thereof, during the course of his/her employment shall provide such services as an employee of the Company. Therefore, all rights, title and interests in, the Company Website, and the content therein, including all copyright and other intellectual property rights, shall be owned by the Company.

An Associate shall not knowingly include content in any Company Website, whether visible or imbedded, containing any matter that is defamatory, inaccurate, abusive, obscene, libelous, slanderous, or threatening content, and/or violates any federal, state, or local law, and/or that infringes upon any third party's intellectual property rights.

If an Associate is uncertain of the origins of any elements of text, graphics, photos, designs, trademarks, other artwork, or computer programs he/she uses in the Company Website, such Associate must first confirm with the manager of the Website development project that the elements are owned by the Company, that the elements are in the public domain, and/or that the Company has permission from the rightful owner to use such elements.

C. Failure to Comply with Policy

Any Associate who fails to comply with any provision of this Policy will be subject to disciplinary action up to and including termination. Further, the Company will pursue necessary legal action, including criminal prosecution, against any Associate who obtains, copies, or reproduces proprietary Website content for personal gain, benefits, or other personal interests, or otherwise contrary to the Company's best interests.

Related Policies That May Require Coordination With This Policy:

<u>POLICY</u>	<u>REFERENCE SECTION</u>
Integrity in the Workplace	Conduct and Work Rules
Manager Access and Review of Associate Information	Communications
Progressive Counseling	Performance Management
Workplace Rules and Regulations	Conduct and Work Rules