



## **Grubhub Social and Environmental Policies**

*Last Updated May 29, 2020*

### **Diversity, Inclusion, and Human Rights Policies**

Grubhub leverages cutting-edge technology to produce innovative web and mobile ordering experiences for diners and outstanding results for restaurants. This would not be possible without the efforts and service of our employees, who are bright, ambitious, and passionate about our eCommerce technology platforms and how they are changing consumer behavior. Our team members are critical to our growing business.

The diversity of the individuals who are employed by Grubhub is a tremendous asset. Grubhub expects all of its employees to be treated with fairness, dignity and respect. We are firmly committed to providing equal opportunity in all aspects of employment and will not tolerate any illegal discrimination or harassment of any kind.

Grubhub's Employee Handbook includes robust policies in furtherance of this goal, including Equal Employment Opportunity and Workplace Harassment policies. These policies provide for equal employment opportunities to all employees and applicants and further prohibit unlawful harassment based on race, color, religion, sex, gender, sexual orientation, gender identity, gender expression, national origin, age, ancestry, disability, genetic information, marital status, military or veteran status or other protected status covered by federal, state and local laws.

Grubhub provides ongoing training for managers to promote a respectful workplace. In addition, Grubhub maintains an Inclusive Workplace - Gender Expression policy, with guidelines to help create a safe and productive workplace for all employees.

We encourage employees to inform us if they experience, witness or become aware of any conduct that might constitute discrimination or harassment.

### **Occupational Health and Safety**

- Grubhub is committed to providing a safe and healthy workplace in accordance with applicable laws and regulations. This commitment is implemented through the Workplace Health and Safety Policy in our Code of Business Conduct & Ethics. Grubhub employees are expected to follow all company safety instructions and procedures, and promptly report any health and safety concerns.

## Supplier Information and Policies

- Given Grubhub maintains an online marketplace that connects restaurants and diners, most of our vendors and suppliers provide professional services, software services, or access to information technology platforms. When engaging new suppliers, Grubhub conducts reference checks, and to the extent possible, financial health checks. In addition, for physical goods providers (e.g., driver bags or tablets), we ask for manufacturing audit materials to support environmental, social and governance practices.
- Grubhub does not condone human trafficking and slavery and expect our business partners to do the same. If we were to come across instances of human trafficking and slavery within our supply chain, we would immediately cease working with the supplier.
- Grubhub requires employees to follow our gifts policy when accepting gifts. In cases where a gift is of more than nominal value, employees are required to consult the General Counsel. Employees are required to keep an arm's length relationship with vendors, to avoid receiving or giving excessive or lavish gifts, to ensure that any gifts are reasonable and appropriate under the circumstances and to ensure that there is no expectation that an employee representing Grubhub will take action in response to a gift. Gifts of any amount may never be solicited, and gifts of cash or securities may not be accepted.

## Political Advocacy and Lobbying

- The U.S. Foreign Corrupt Practices Act prohibits giving anything of value, directly or indirectly, to officials of foreign governments or foreign political candidates in order to obtain or retain business. Therefore, this policy strictly prohibits illegal payments to government officials of any country.
- Grubhub complies with all federal state and local lobbying disclosure requirements. These disclosures are available publicly through the respective government agencies.
- Employees are permitted to provide meals, refreshments, entertainment, and other business courtesies of reasonable value to non-government persons in support of the Company's business activities, so long as this practice does not violate any law or regulation, or the standards of the recipient's organization, and is consistent with industry practices, infrequent in nature, and not lavish or extravagant. While the latter is difficult to define with specificity, employees are encouraged to use common sense and good judgment. It is illegal for the Company or its representatives to pay to or receive anything of value from any labor organization.

## Corporate Office Environmental Practices

- **Water.** Grubhub recognizes water is a vital resource and we strive to conserve and reuse as much water as possible. In our corporate offices, we have actively taken steps to conserve water by adding low flow toilets in newly remodeled and relocated office spaces, automatic water dispensers in restrooms, and automatic bottle fillers for employee consumption of water.
- **Energy.** Grubhub endeavors to reduce its impact on the environment through internal policies and by proactively encouraging our stakeholders to do the same. We believe this is a process of continuous improvement, and over time, small steps can have a large impact. In our corporate offices, we have proactively taken steps to conserve energy including:
  - **Lighting.** Lighting is controlled by motion sensors that automatically shut off after a period of time if motion is not detected. These sensors are located in conference rooms and other small areas and are scheduled to shut off in larger work areas. We've installed energy efficient lighting, including LED bulbs, and abide by each city's code with respect to lighting.
  - **Transportation.** The vast majority of Grubhub's employees reside in large cities and can use public transportation, rather than vehicles, to get to the office, thus reducing Grubhub's carbon footprint.
  - **Climate Control.** The heating, ventilation, and air conditioning system is set to automatically turn off or down, depending on the season, in the evening and during the weekend at all corporate offices.
  - **Virtual Meetings.** With employees and C-level executives located in several offices across the country, we encourage the use of virtual meeting software to reduce cross-country travel, thus lowering Grubhub's carbon footprint.
- **Day-to-day Waste Reduction.** Grubhub has taken, and continues to pursue, measures for our business and employees to reduce the amount of waste generated. The following practices have been adopted:
  - All employees are provided with a reusable coffee mug and beverage cup upon hiring to reduce the use of disposable cups.
  - We default to digital distribution of company-wide materials such as employee handbooks and policies.
  - We provide recycling bins in common spaces to encourage employees to recycle all products per city codes.
- **Hazardous Waste Reduction.** Grubhub complies with all applicable local laws for the disposal of hazardous waste. Although not common in our business, we work closely with landlords and vendors to facilitate the proper disposal of hazardous waste. Outside vendors assist with the



disposal and recycling of certain products such as electronics. Landlords assist with the disposal and recycling of other items, such as lighting and batteries.

## Key Stakeholder Environmental Practices

- **Restaurants**

- **Packaging.** Grubhub is an online marketplace that connects restaurants and diners. Therefore, we rely on restaurants to procure, prepare, and package the food the diners order on our platform. While we don't play a role in actually packaging the food, we've encouraged restaurants to use sustainable packaging. To assist restaurants in this process, we've teamed up with a partner to offer environmentally friendly packaging solutions that ensure food quality and presentation. From tamper-evident delivery bags to insulated half-gallon containers, all of Grubhub's sustainable packaging is made up of 75% recycled materials. We've also added product functionality in the ordering process that gives diners the ability to select whether or not they want to receive paper napkins, plastic utensils or condiment packages with their order.
- **Restaurant Communication.** Restaurants are able to access all order information and invoices through a Grubhub provided tablet or a systems integration rather than using traditional mail or fax.

- **Delivery Partners**

- **Bicycle Delivery.** Grubhub has developed custom dispatch technology that allows bicycles to operate as delivery vehicles. Compared to cars, bicycles have a considerably lower carbon footprint, and we make special considerations for our delivery partners who deliver via a bicycle, including limiting the delivery distance and number of order items.