



## BLOOMIN' BRANDS, INC. IT HARDWARE & MOBILE DEVICE POLICY

### I. OBJECTIVE & SCOPE

This Information Technology ("IT") Hardware & Mobile Device Policy ("Policy") defines the standards, procedures and restrictions applicable to those employee/team members ("team members") of Bloomin' Brands, Inc. ("Company") who, as part of their job function with Company, require access to Company's internal network and are granted such access via either Company Equipment or Authorized Equipment. This Policy provides guidelines and conditions by which team members must abide in order to be eligible to gain and retain such internal network access.

### II. DEFINITIONS

- **"Device"** means a hand held device for communication including but not limited to, cellular phones, smart phones, iPhones, iPads, tablets, wireless cards and MiFi® broadband cards.
- **"Hardware"** means a laptop, desktop personal computer, external speakers, monitor, docking station, keyboard, mouse, uninterruptible power supply (UPS), desktop personal printer and webcam.
- **"Company Equipment"** means Company owned/leased Hardware and Devices.
- **"Authorized Equipment"** means a team member owned/leased Device which is authorized by the Company to access the Company's internal network, per the terms of this Policy and the *IT Security Policy (Policy #IT01)*.

### III. POLICY

**Approval Process.** To obtain Company Equipment, team members must obtain approval from their Department Manager or above by completing a Service Request via the Service Catalog located on the Company Portal. Each team member may only be assigned one laptop or desktop computer and/or one Device based upon the Company Mobile Device and IT Hardware Approval Guideline (*See Appendix A*). Any laptop or desktop computer currently under warranty is not eligible for an upgrade. Any associated fees with porting a personal telephone number to the Company corporate account will be at the expense of the team member. Only those costs and expenses associated with Company Equipment issued and authorized consistent with this Policy and through the Company account will be paid for by Company. Expense reports may not include reimbursement for Authorized Equipment nor for Hardware or Devices issued inconsistent with this Policy.

**A. Authorized Equipment.** Team members who elect to use their own mobile devices or computers and wish to connect to the Company's internal network must do so only via the approved connections methods established by the Company's IT Department and agree

to follow all restrictions established by the IT Security Department. (See *IT Security Policy #IT01*). The Company maintains full legal rights to access, retrieve and delete Company owned information and data at any time and wherever it is located, including the right to wipe or destroy the information remotely (a team member's agreement to which is one of the prerequisites to the equipment becoming Authorized Equipment). The process of wiping Authorized Equipment will include the deletion of any personal information on the Authorized Equipment. As Authorized Equipment is, by definition, owned and controlled by the team member, the team member is wholly responsible for such Authorized Equipment, including breakage, malfunctions, failures, theft and applicable service fees and costs.

**B. Responsibility.** Team members who are assigned Company Equipment or utilize Authorized Equipment are responsible for reading, understanding and complying with this Policy and assume personal responsibility for the use and location of the Company Equipment and Authorized Equipment at all times. Team members agree to surrender to Company all Company Equipment and Authorized Equipment immediately upon request. Company reserves the right to remove all data from such equipment at any time. ***In such event, any personal information on the Company Equipment or Authorized Equipment will be lost and cannot be recovered.*** Company Equipment is to be used for Company purposes, with incidental personal use allowed subject to the provisions of this Policy and the IT Security Policy.

- ***Under no circumstances shall Company Equipment or Authorized Equipment be used while operating a moving vehicle.***

**C. Mobile Device Service Plans.** With respect to Company owned/leased Devices, each team member will be set up on a standard plan which will include voice share minutes, unlimited data, and unlimited messaging (subject to change based on contract terms). Supply Chain will perform a monthly analysis and make adjustments to service plans when necessary.

**D. Required Security.** All Company Equipment shall be asset tagged into the Company's inventory system before distribution. Required security precautions for Company Equipment are identified in the IT Security Policy. Team members accessing the Company network will be issued a user name and password from the IT department. Users are required to keep their passwords confidential and agree never to disclose them to any person. All network passwords will adhere to the standards outlined in section 4.2 of the IT Security Policy. All Company Equipment and Authorized Equipment that connects to the Company network is required to have the most current Company IT approved operating system service pack, anti-virus and anti-spyware software and approved defined files. Company has the right to push protective software to all Company Equipment and Authorized Equipment connected to the Company's internal network.

**E. Lost/Stolen/Damaged Devices.** Lost, stolen or damaged Company Equipment and Authorized Equipment must be reported to Company Support ***immediately.*** Company Support may elect to disable and/or wipe the Company Equipment or Authorized Equipment to protect proprietary information. ***(In such event, any personal information on the Company Equipment or Authorized Equipment will be lost and cannot be recovered.)*** In the case of lost or stolen Hardware, it is necessary that a police report be filed with the local police department. A police report may be required for a lost or stolen Device.

- Company Support Phone #: 1-800-555-5808
- IT Security Email: [ITSecurityGroup@BloominBrands.com](mailto:ITSecurityGroup@BloominBrands.com)

- Company Support Email: [BBISupport@BloominBrands.com](mailto:BBISupport@BloominBrands.com)

With respect to Company Equipment, team members must complete a Service Request via the Service Catalog selecting the “lost/stolen” option before replacement Company Equipment will be purchased and reissued. The team member’s department will be responsible for the costs associated with the replacement Company Equipment.

If any Hardware becomes inoperable, the team member must contact Company IT Support for clear direction. Company IT Support will determine if the Hardware contains storage media that is subject to a litigation hold. If a litigation hold is applicable to the Hardware, Company IT Support will have the Hardware shipped to Company’s Legal Department where it will be held in a secured container until the litigation hold expires, at which time the Hardware will be destroyed as set forth below. If the Hardware is not subject to a litigation hold, Company IT Support will instruct the team member to ship the damaged Hardware to an appropriate location, including but not limited to the Company’s Home Office, where it will be stored in a secured container until any storage media are wiped using a secure wipe program in accordance with industry-accepted standards for secure deletion. If it is not possible to securely wipe the storage media associated with any damaged or inoperable Hardware, the storage media will be physically destroyed.

**F. On-going Support.** After team members complete a Service Request via the Service Catalog for Company Equipment and/or Authorized Equipment on the portal, Company Support will provide assistance for issues or questions. Company IT Support reserves the right to provide limited network support for unauthorized Devices and Hardware or personal Devices and Hardware authorized to access the network. Please contact [BBISupport@BloominBrands.com](mailto:BBISupport@BloominBrands.com) with all questions and issues related to Company IT equipment. Please note that a Service Request via the Service Catalog must be filled out and completed before contacting Company Support.

- **Screen Fix.** If a screen needs repair for any Company Equipment or Authorized Equipment, the Team Member is to complete a Service Request via the Service Catalog and the IT team will assess if the screen should be repaired by a third party or if the Company Equipment or Authorized Equipment needs to be replaced.

**G. When Team Members Leave Company.** When a team member leaves employment with Company, the applicable Department Manager or above is required to follow the process below:

1. Submit a Service Request to terminate service within 48 hours via the Service Catalog on the Company Portal. The Department Manager or above is responsible for completing the termination Service Request. The Department Manager or above must verify with the Team Member if they choose to retain their Company Device for personal use. Team members will be responsible for any fees from the service provider related to retaining their mobile number.

2. Submit a termination form within 48 hours through BBI Connect.

3. All Company Equipment must be returned back to Company as follows:

- Returns: Attn: IT Hardware and Device Return Department
- Address: 2202 N. West Shore Blvd. Suite 500 Tampa, FL 33607

Company Equipment is not a departmental asset. Company Equipment and may not be retained and reassigned to another team member except through Company Support.

## **H. Miscellaneous.**

1. Specifications. Device specifications will be determined by the Chief Technology Officer (CTO) in conjunction with Supply Chain based in part on network infrastructure compatibility.

2. Accessories. Accessories for Company owned Hardware must be purchased through IT and may not be reimbursed directly to team members. IT does not purchase accessories for Devices. Accessories purchased by a team member cannot be expensed to the Company. Required replacement batteries will be provided by IT. Custom Hardware equipment or software may only be considered for purchase with the corresponding ELT member's business case. A Company provided wireless card may not be used on a personal Device / Hardware.

3. International Travel/Service. All team members traveling internationally must complete a Service Request via the Service Catalog located on the Company Portal contact IT Support one week prior to their scheduled departure date requesting international service. All team members Director Level and below must obtain approval from the corresponding Department Manager or above before being provisioned with international service.

- Company Support Phone #: 1-800-555-5808
- Company Support Email: [BBISupport@BloominBrands.com](mailto:BBISupport@BloominBrands.com)

4. Scanner/Copier/Printers. Team members needing to print, copy or scan should first look to the nearest Network Department Multifunction Scanner/Copier/Printer. [For proprietary and/or confidential information, use the "Secured Print" feature – search "Network Copier Guidelines" on portal for more details.] Personal desktop printers require a business case to be approved prior to submitting a Service Request via the Service Catalog.

5. Personal Media. Team members are responsible for setting up any personal accounts used to download applications/games/music on their Device. Any associated fees incurred may not be expensed to Company for reimbursement.

6. Team Member Discount Programs. There is a team member discount program for all team members to take advantage of for their personal use. The program provides discounts with the following carriers: Verizon and AT&T. Information for these programs can be found on the Company Portal under "Employee Discounts" or by contacting [813-282-1225 ext.3520](tel:813-282-1225).

7. Policy Changes. Company may change this Policy at any time and its provisions are effective upon posting to the Company portal.

**I. Set up Process.** Team members must complete a Service Request via the Service Catalog on the portal before new Company Equipment will be purchased and issued. The team member's department will be responsible for the costs associated with the applicable Company Equipment.

Team members must comply with all company policies while using any Company Equipment or Authorized Equipment including the *Disclosure & Communications Policy (Policy #LG05)*.



# Appendix A

## Home Office & Field Mobile Device Approval Guideline

