

Deliveroo Policies for UK Employees only

The following document provides high-level details on the policies applicable to UK Deliveroo staff.

Diversity & Equal Opportunities

At Deliveroo, we do not discriminate on the basis of age, disability, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or gender reassignment (the 'protected characteristics').

We believe that individuals should be treated on their merits and that employment-related decisions should be based on objective job-related criteria such as aptitude, performance and skills.

We believe that equal pay should be paid for work of equal value, and we have various safeguards in place to ensure this.

Similarly, we offer benefits to all employees equally (unless we have a good justification for not doing so).

Anti-Bullying and Harassment

At Deliveroo we do not tolerate bullying or harassment of any kind, to anyone.

Line Managers have additional responsibilities to ensure that this policy is implemented and, if harassment or bullying occurs, that it is dealt with effectively. If staff feel that they are being harassed or bullied, we encourage them to speak to their Line Manager, the HR Business Partners or any other member of the People Team.

Employee Benefits

Sickness Absence Policy - We offer enhanced Company sick pay provided employees comply with the Sickness Absence Policy and any further requirements set out in employment contracts.

Holiday Policy - Our holiday year runs from 1st January to 31st December. Unless otherwise set out in the employment contract, staff are entitled to 25 days' paid holiday each year (prorated for any flexible working arrangements and joining or leave part way through the holiday year). Holiday entitlement increases with length of service by one day after 2 years and again by a further day after 4 years.

Time off for Dependants - We recognise that there may be occasions when staff will need to take time off work to deal with unexpected events involving dependents. Staff are entitled to a reasonable amount of unpaid time off.

Bereavement & Compassionate Leave - Deliveroo will do its best to support requests for bereavement and compassionate leave. All cases will be treated individually and employees should discuss the matter at the earliest opportunity with their line manager.

Volunteering - We offer employees one paid day's leave each year to volunteer with a government registered charity.

Family Support

Paternity Policy - Deliveroo offers 4 weeks' paid paternity leave to employees who satisfy certain eligibility requirements as well as paid time off to attend up to two antenatal appointments.

Maternity Policy - We offer enhanced maternity pay to employees who satisfy certain eligibility requirements. If they qualify, we will pay 100% of an employee's basic salary for the first 26 weeks of maternity leave, followed by 13 weeks of statutory maternity pay and unpaid leave for the remainder of the time off.

Shared Parental Leave - We offer enhanced shared parental pay to employees who satisfy certain eligibility requirements. If employees qualify, and subject to any other leave employees may have already taken under our maternity, adoption or paternity leave policies, we will pay up to 100% of employee's basic salary for the first 26 weeks of leave and statutory shared parental pay for weeks 27-39.

Adoption - We offer enhanced adoption pay to employees who satisfy certain eligibility requirements. If employees qualify, we will pay 100% of an employee's basic salary for the first 26 weeks of adoption leave and statutory adoption pay for the remainder of the adoption leave.

Health and Safety

Health and safety is an integral part of everything Deliveroo does. Therefore Deliveroo will take reasonable and practicable steps to safeguard the health and safety of all employees and others while at work; and to protect all other persons from hazards to their safety and health arising from Deliveroo's properties and activities, so far as is reasonably practicable.

These steps include: preventing or adequately controlling risks arising from our activities; providing and maintaining safe tools and equipment; providing and maintaining a safe and healthy working environment; providing suitable arrangements for employees' welfare and wellbeing; conducting the appropriate investigation of accidents, incidents and near misses; preventing accidents and work-related ill health; providing suitable arrangements for the use, handling, storage and transport of articles and substances; ensuring processes are in place to facilitate communication between management and employees on all aspects of safety, health and wellbeing; providing suitable information, instruction and training for all permanent, temporary and contract employees on safe working methods and procedures; and implementing emergency procedures in case of fire or major incident.

Speak Up Policy

At Deliveroo, we value a Speak Up culture, where employees feel comfortable to raise concerns.

Deliveroo's Speak Up Policy, which is available in local languages, provides clear guidance to employees about how to raise concerns without fear of retaliation.

Employees are encouraged to report any suspected breach of policy, law or misconduct. Deliveroo provides multiple channels for concerns to be reported, including an independent Speak Up platform, which offers anonymous online reporting 24/7.

All concerns are treated confidentially and are managed by trained subject matter experts in accordance with our Speak Up Protocol.

The Audit and Risk Committee receives regular reports on Speak Up activity including investigation outcomes and follow up actions, with significant findings reported to the Board as necessary.