

EssilorLuxottica

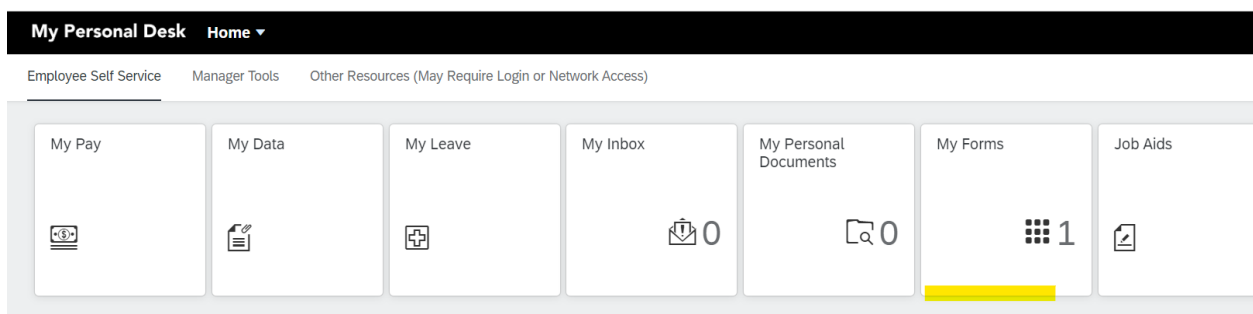
Job Aid for Reviewing and Acknowledging the 2023 EssilorLuxottica Employee Guide

ACCESSING THE EMPLOYEE GUIDE

To access, view and acknowledge the 2023 Employee Guide, please follow the instructions below:

Step 1: Log into [MyPersonalDesk](#)

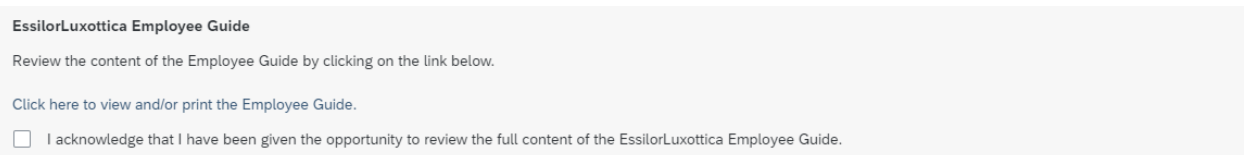
Step 2: Click on "My Forms" tile



Step 3: Click on US Guide (respectively the document name will change for the different countries (Canada Guide) and (Puerto Rico Guide))



Step 4: Click on the hyperlink to view/print the Employee Guide.



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In addition, all US employees must review and acknowledge all related Agreements by opening each hyperlink and checking the box below each separate Agreement.

EssilorLuxottica Employee Agreements Overview

I acknowledge that I have been given the opportunity to review the above EssilorLuxottica Employee Agreements Overview.

Confidential Information and Non-Solicitation Agreement

I acknowledge that I have received and read, and that I understand and agree to the terms of, the above Confidential Information and Non-Solicitation Agreement.

Inventions Agreement

I acknowledge that I have received and read, and that I understand and agree to the terms of, the above Inventions Agreement.

Release For Use Of Likeness, Voice And Name Agreement

I acknowledge that I have received and read, and that I understand and agree to the terms of, the above Release For Use Of Likeness, Voice And Name Agreement.

Dispute Resolution Agreement

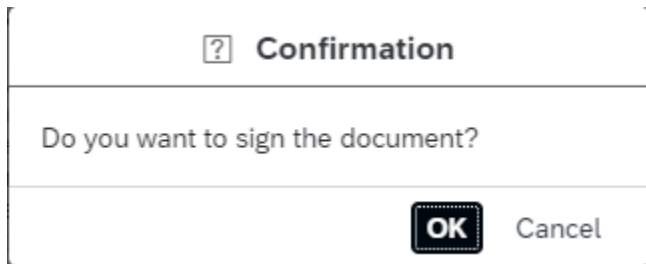
I acknowledge that I have received and read, and that I understand and agree to the terms of, the Dispute Resolution Agreement.

Electronic Protected Health Information (ePHI) Agreement

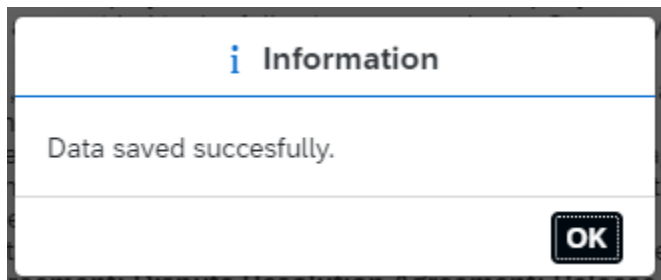
I acknowledge that I have received and read, and that I understand and agree to the terms of, the above Electronic Protected Health Information (ePHI) Agreement.

Step 6: Click Save and Submit at the bottom of the page to save entries.

Step 7: A confirmation box will appear; click OK



Step 8: An information box will appear to confirm that your submission was saved; click OK



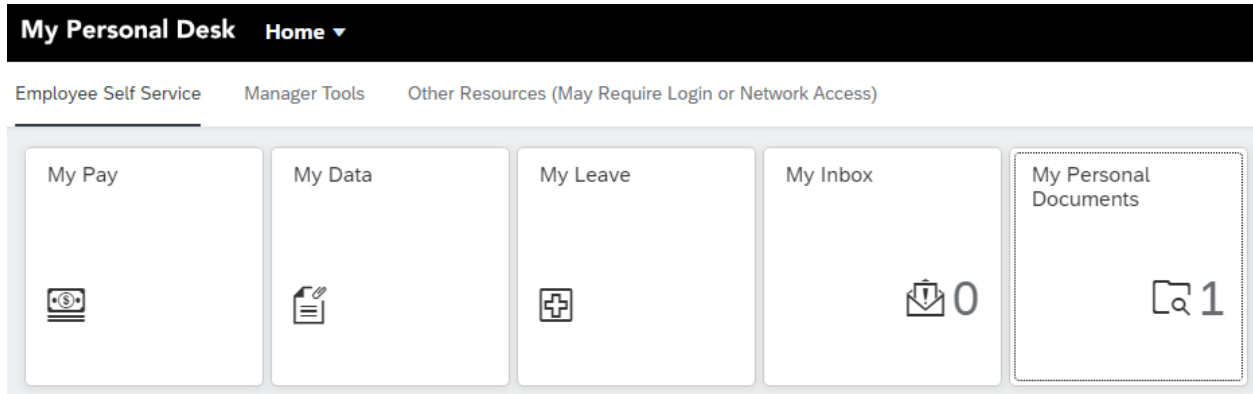
Step 9: To exit [MyPersonalDesk](#) go to  icon to Sign Out

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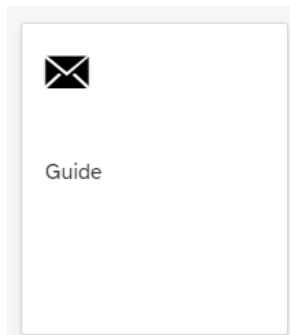
How to Access Your Electronically Signed Agreements

Step 1: Log into [MyPersonalDesk](#)

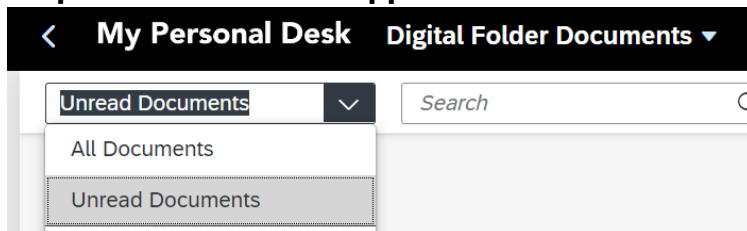
Step 2: Click on “My Personal Documents” tile



Step 3: A new screen will appear showing Digital Folder Documents; click the Guide box to open the submitted Employee Guide acknowledgment. Once open, you can print or download the document to your PC.



If you do not see a Guide document, you may need to choose “All Documents” from the drop-down menu in the upper lefthand corner.



Step 9: To exit mypersonaldesk; go to  icon to Sign Out

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How to Access the EssilorLuxottica Employee Guide in Alternative Languages

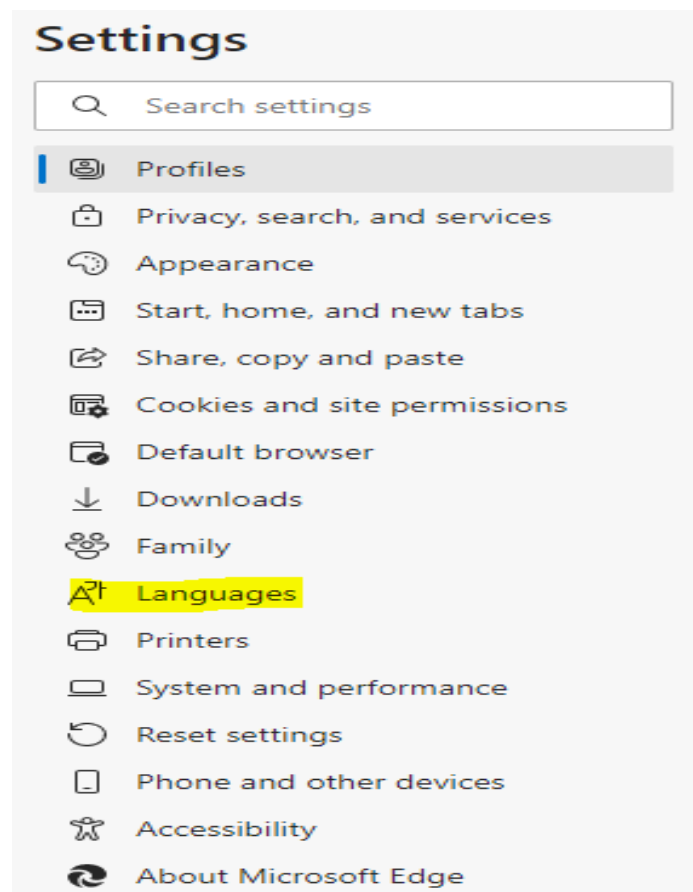
To view the 2023 Employee Guide in either Canadian French or Spanish, you must set your browser to the desired language. Please see instructions below on how to change the language of your browser:

Step 1: Go to the right top corner of your browser and click on the three ellipse dots

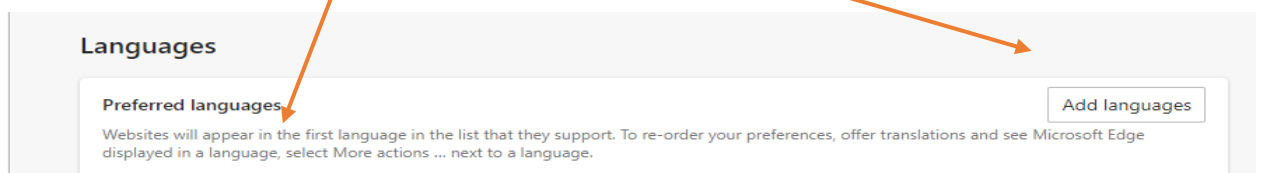
...

Step 2: Click on Settings (look for the gear icon)

Step 3: Click on Languages

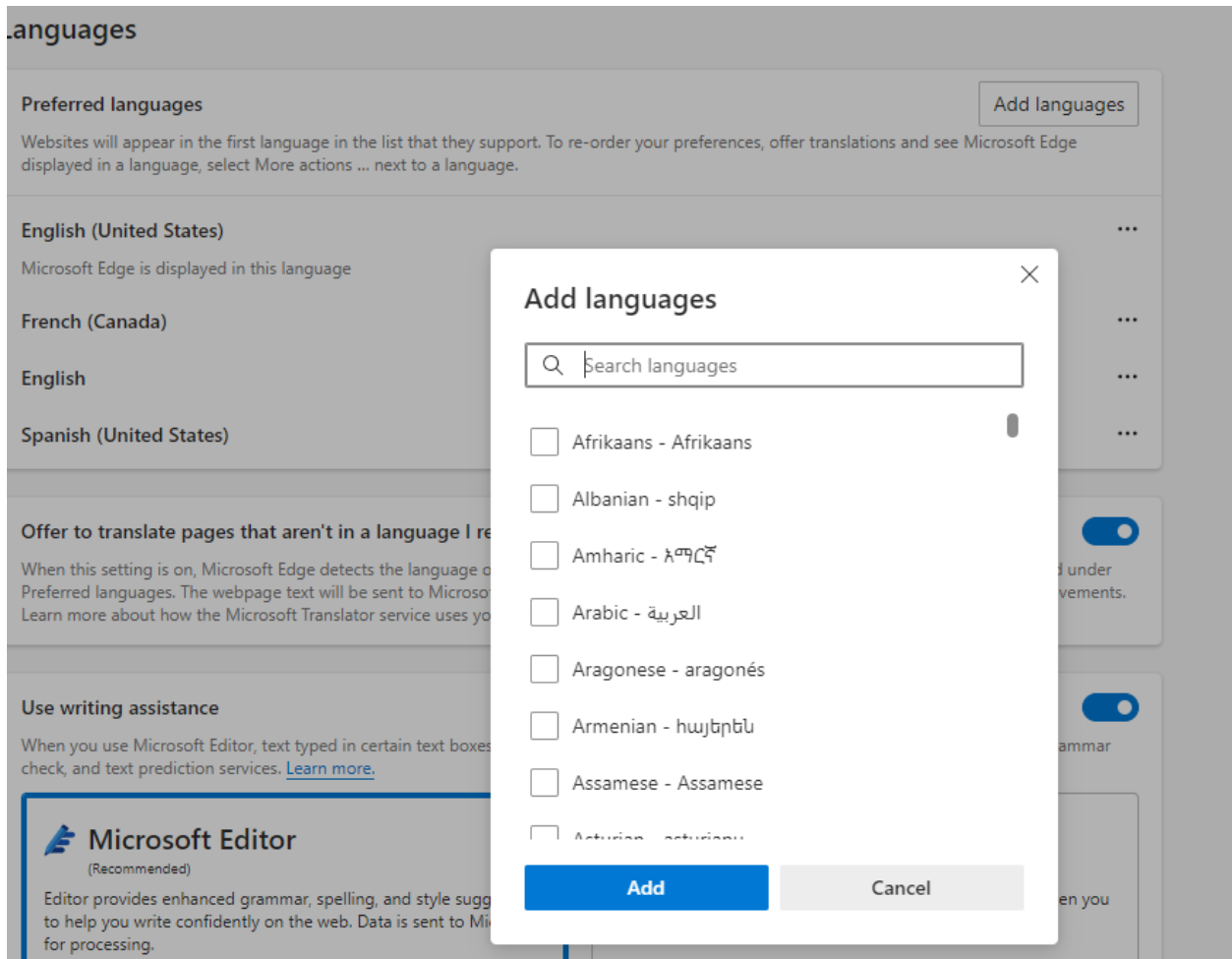


Step 4: Under Languages; click on Add Languages if the preferred language is not displayed under Preferred Languages

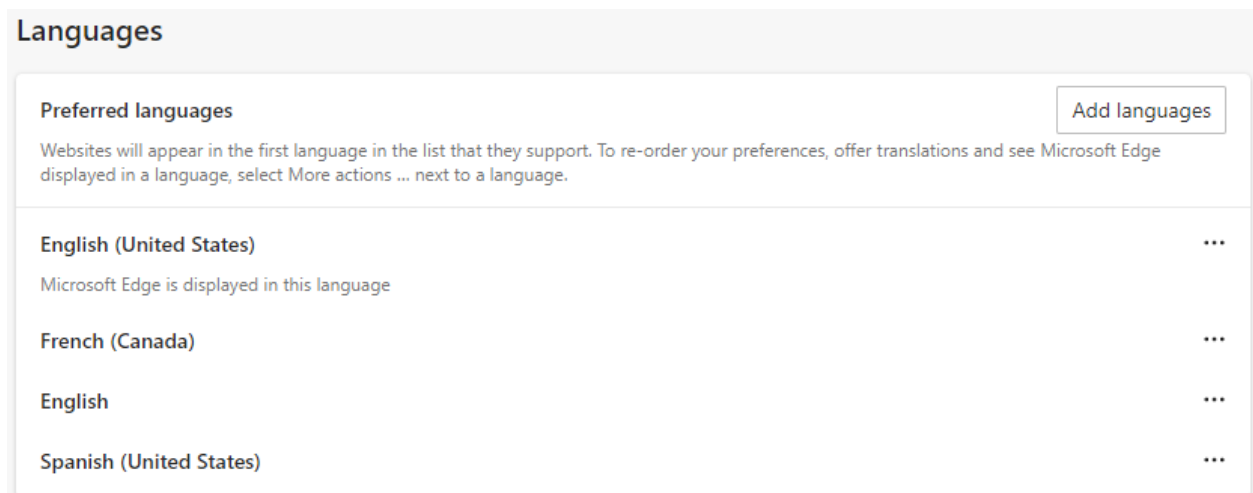


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Step 5: Under Add Language - you may type in the language or scroll until you find the preferred language; then check the box next to the language; then click Add



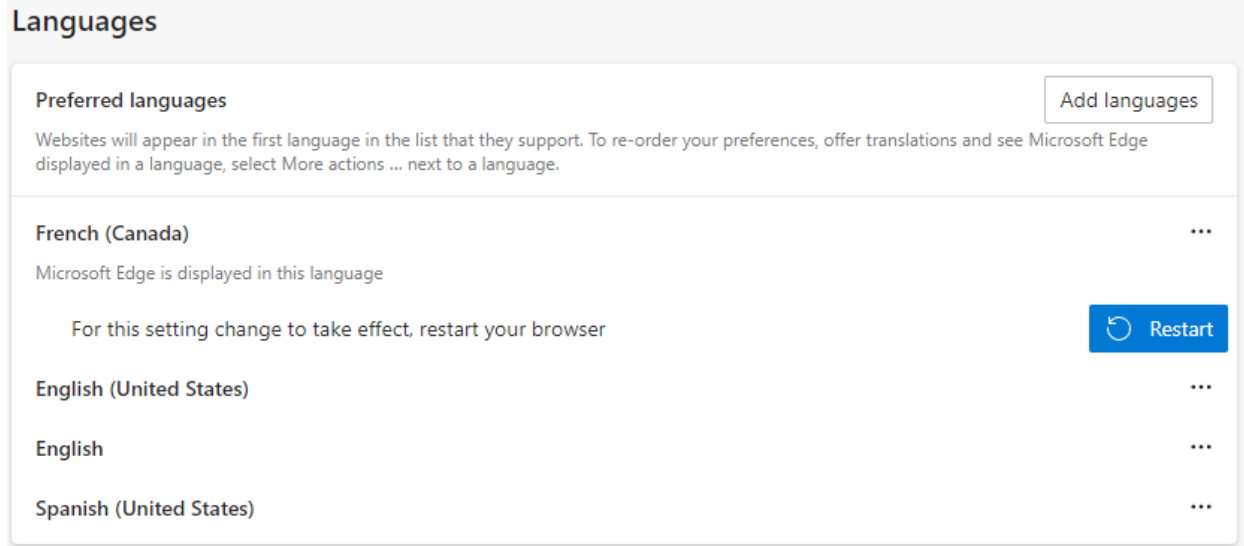
Step 6: The select languages will now appear below Preferred language section



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Step 7: To make a specific language default; click on the three ellipse dots to the right of the language. Click on "Display Microsoft Edge (name of browser in use) in this language."

Step 8: Next click on "Restart" this action will update the language preference for the browser.



Step 9: Open mypersonaldesk in the browser

Questions?

Contact the Service Desk by phone or send an email to itsecurity@luxotticaretail.com

Luxottica Service Desk: 513-765-2222

Oakley Service Desk: 888-426-0113