

Policy title	Mobile phone to employees
Effective date	November, 2023
Initiated by	HR
Authorized by	Chairman and Managing Director

**Objective:**

The purpose of this Policy is to provide guidelines for providing mobile phones to SNF India employees to efficiently discharge their duties.

**Scope:**

All employees on the permanent rolls of the Company who fulfill the eligibility criteria

**Responsibility :**

Head HR will be the recommending authority as per the entitlement of the Manager and the responsible authority for the effective administration of this policy

**Criteria:**

The Nature of the job, Grade position and Responsibilities of an employee are the sole criteria for allocating mobile phone

**Eligibility:**

(a) **Directly Eligible:** All "Senior Managers" grade and above

**Value of Phone:** Eligible employees will be provided with a new mobile phone subject to the maximum price limits indicated in the policy.

Grade	Upper price Limit in INR (incl GST)
Senior Manager	20,000
AGM / DGM	30,000
GM/ Vice President	50,000

(b) **Exception:** Employees at the levels of "Manager & below" grades will be eligible depending on the nature of their job

Grade	Upper price Limit in INR (incl GST)
Exception approval	15,000

The recommendation of the HoD is required in all cases for both directly and indirectly eligible employees with the final approval from CMD.

- If eligible and approved as per the cell phone policy : Employee should buy the mobile by their own as per the eligibility amount given in the policy
- After procuring the mobile , employee need to submit the original bill to IT for further verification of mobile type as per the invoice
- Further IT Will submit the bills and the approval sheet to Finance and finance will reimburse the amount to employee's account.

**ISD Facility:**

Company allows ISD facility for the employees only to Vice President and above category. However, in case any employee travelling abroad on official work, the ISD facility may be extended to the employee for the specified period, subject to approval of CMD.

**General guidelines:**

(a) **Replacement:** All mobile phones would be deemed to have a life of three years from date of purchase. At the end of three years, the employee is eligible to request for mobile phone as per following guidelines ( Point no.(d) in the General Guidelines

**Maintenance:** The mobile phone thus owned by the employee, must be insured against damage / theft by the employee themselves. In case of theft of the mobile phone, employee should immediately inform HR Department. It is expected that every employee should take care of the company property

allocated to him/her with utmost care and responsibility. Asset repair / maintenance damage / loss will be borne by employee only. **Accessories:** No accessories will be provided by the Company. Some accessories which are essential for certain field jobs (e.g., sales, collection, technical, etc.) may be considered by Company after necessary approval from CMD

(b) **Transfer:** In case an employee gets transferred to within group company or employee transferred to the new Unit are required to show the details on the date of purchase of the mobile phone.

(c) **Separation:**

- If employee leaves/resign/termination from company: employee need to pay back the amount and it will be settled in the final settlement.
- In 1<sup>st</sup> Year 100% of the reimbursement amount has to pay back to company (1<sup>st</sup> to 12<sup>th</sup> month) from the date of purchase
- After 1 year to 2<sup>nd</sup> years 60% of the reimbursement amount (13<sup>th</sup> Month to till 24<sup>th</sup> months)
- After 2 years < 3 years 30% of the reimbursement amount (25<sup>th</sup> Month to 36 months)
- After 3 years free of cost

(d) Employees can apply for new mobile phone once the above period is completed (36 Months).

- In case of separation/ resignation of employee before the three years life of the phone, the phone will be given to the employee as per the above periodic deducted value and shall be deducted from the employee's final settlement dues and/ or recovered separately if the final settlement amount is not enough. At any case phone will not be taken back by company.

(e) **Other conditions:** Employees should ensure the use of cellphones for their official purposes only. Under no circumstances the mobile phone should be sold, loaned, or transferred to anyone other than for whom it is taken. The manager will maintain the Company phone with all operational and maintenance expenses borne by themselves.

(f) Employees should be available for contact on their mobile phone both during and after office hours for any work-related communications/emergencies.

(g) Any exception to the rules on current mobile phones would require authorization from CMD.

#### **SIM card with Data.**

Present, a company CUG connection from Airtel is given to some of the employees on need basis, and same shall continue, however, any employee who resigns from company shall return the company provided SIM without fail. SIM ownership shall not be transferred to departing employee.

#### **Reimbursements:**

Personal Mobile plans Rs.199 to maximum of Rs. 399/-pm. Eligibility will be based on HOD recommendation and Management approval. Individuals must pay the bills and claim reimbursement.

Value Added Services (viz., MMS, Downloads, etc.) and Late Payment charges will not be reimbursed.

**Taxes,** if any applicable as per the current tax laws, will be reimbursed by the company.

For existing CUG connections if any bill exceeds the maximum limits specified above, then he/she will have to get necessary approvals from HOD, otherwise, the excess amount will be deducted from the subsequent month's salary. Individuals can opt to use their personal SIM (Call connection and Data) for company official purpose also and will be reimbursed as per policy.

**General:** Management reserves the right to alter, modify, change, or withdraw this policy at any time at its sole discretion. No deviations to the above policy are permissible. Any changes / clarifications / interpretation to the above policy will be made / provided by Head HR.

**CELL PHONE USE GUIDELINES**

- The following are **SNF INDIA PVT LTD** basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:
- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize the cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

**Disciplinary Action:**

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.

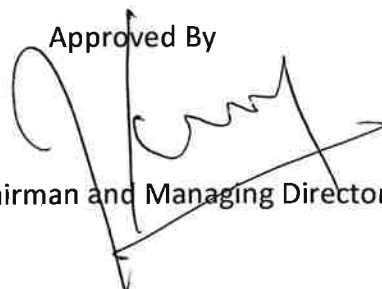
Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

Prepared By

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HR Department

Approved By



Chairman and Managing Director



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*Above policy approved by CMD to be circulated to all SNF India Pvt Ltd employees. Policy Can be amended as per discretion of Chairman and Managing Director*

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**REQUEST FORM FOR PURCHASE OF MOBILE PHONE.**

**Name**

**Designation:**

**Department**

**Through HOD**

**As per Company Cell phone Policy for official purpose I am entitled to purchase a cell phone.**

**I shall use the phone for official purpose only, and all due care will be taken to keep the cell in good condition.**

**Request approval for the same.**

**Mr. \_\_\_\_\_**

**Date:**

**Recommendation and approval**

**HOD**

**"Manager & below" grades HOD to specify the requirement of cell to the individual.**

**HR Department: Remarks**

**CMD approval**