

ICT Cellular Data Use Policy

1. Statement

This Policy applies to all employees who qualify to use wireless technology such as 3G, 4G or LTE modems (herein after referred to as 3G) supplied by any Company or Division within the HomeChoice Group (herein after referred to as the Company).

The purpose of this Policy is to provide guidance on how employees should use 3G devices supplied by the Company and which employees are eligible to receive a 3G device.

2. Scope

This Policy is applicable to all employees at the Company's premises countrywide including, but not limited to, Head Office Wynberg, all Distribution Centres and Showrooms.

3. Definition

3G (sim card or modem) is a radio communication technology that is capable of providing mobile access to internet-based services.

4. Devices and Usage

- 4.1. 3G devices are to be used for official Company business purposes only while performing afterhours support, travelling or offsite operations.
- 4.2. Employees that travel for work purposes or that are on standby after hours are eligible to receive a 3G device.
- 4.3. Employees working from home are required to use their own internet connection and are not eligible to receive a 3G device. In exceptional cases where employees are waiting on internet access at home, etc. the IT Manager may at their discretion grant approval for a 3G device for short periods of time.
- 4.4. The approval of 3G devices is granted upon review of the requirement by the IT Manager.
- 4.5. Employees are responsible for exercising good practice regarding reasonable use of 3G devices and are expected to act as if they were connected directly to the Company's internet. Therefore, employees should limit access to non-work-related sites.
- 4.6. All employees who make use of 3G technology are bound by all the Company's policies, such as the acceptable use, email and internet policies amongst others.
- 4.7. All employees are encouraged to use a Local Area Network (LAN) connection during office hours. 3G devices should be disconnected when not in use as this will result in data being consumed unnecessarily.
- 4.8. Employees undertaking overseas business trips should inform the ICT department to request roaming activation on the card by logging a service request on the Company's Self Service portal. Such requests must be logged at the Service Desk no later than 10 (ten) business days prior to the employee's departure.

- 4.9. In the event of data being depleted, a request can be sent to the Service Desk team for a top up. The request must accompany valid business reasons as to why the data limit has been exceeded and why additional data is required. Approval for additional data to be granted to the employee is dependent upon the approval of the IT Manager.
- 4.10. If an employee has lost their 3G device, they must report it to the Service Desk immediately in order for the sim to be deactivated and to prevent any further damages which may be incurred by the Company.

5. Breach of Policy

Any failure to comply with this Policy may be subject to disciplinary action up to and including termination of employment.

6. Exceptions

Any exceptions to the Policy must be approved by the Infosec Committee in advance.

7. Version Control

This is a non-contractual document and, as such, the Company reserves the right to modify this document at any time. Reasonable notice of any changes will be provided. Reasons for any modification may include employment legislation or other guideline changes.

Document title	ICT Cellular Data Use Policy
Version number	V1
Author of document	Bernard van der Merwe
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Department	ICT
Authorising authority (pre-approval)	Dirk Oberholster
Authorising authority (final approval)	HomeChoice Operating Board
Original authorisation date	01 October 2018
Date first published to intranet	29 October 2018