

## CELL PHONE POLICY– HRP008



### General

As part of our continuous professional approach towards our customers, it is necessary to provide guidelines for use of mobile phones for business and or private purposes. This policy outlines the basis for usage and costs for company provided cell phones.

#### 1. Staff provided with phones for “Standby or Call Out” purposes

- a. Certain operational staff members are expected to be on standby and to meet this requirement the company will provide cell phones for such staff to enable contact with them after normal business hours and during weekends.
- b. The company shall provide a hand set (phone) and a contract that most cost-effectively suits this requirement (e.g. “weekender” package).
- c. The company shall pay the monthly contract fee, an agreed upon amount of outgoing calls, and the insurance costs.
- d. Any outgoing call costs above the agreed upon amount will be for the account of the employee and will be automatically deducted from the employee’s bank account by the service provider.
- e. It is a requirement that the employee signs a debit order, authorizing the service provider to deduct the amounts exceeding the agreed upon amount.
- f. The company undertakes to refund any business calls made in excess of the agreed upon amount where abnormal circumstances have occurred and providing that the itemized bill reflects reasonable business call activity.

#### 2. Staff provided with phones for “Business” purposes

- a. Certain senior staff members are expected for business purposes to be contactable by both clients and /or the company.
- b. The company shall provide a hand set (phone) and a contract that most cost-effectively suits this requirement (e.g. “business” package).
- c. The company shall pay the monthly contract fee, an agreed upon amount of outgoing calls, and the insurance costs.
- d. Any outgoing call costs above the agreed upon amount will be for the account of the employee and will be automatically deducted from the employee’s bank account by the service provider.
- e. It is a requirement that the employee signs a debit order, authorizing the service provider to deduct the amounts exceeding the agreed upon amount.
- f. The company undertakes to refund any business calls made in excess of the agreed upon amount where abnormal circumstances have occurred and providing that the itemized bill reflects reasonable business call activity.

#### 3. Repairs and replacement of company provided cell phones

- a. Should a company cell phone need repair, it must be handed in to the administration office as soon as possible.
- b. The employee will be supplied with a “loan” unit, while the faulty/damaged phone is being repaired.
- c. If the damage to/or loss (including theft) of the phone is due to employee negligence and it has to be repaired or replaced, the employee will be held responsible for the excess payment.
- d. Employees are not allowed to swap phones and/or cell phone appliances with any other person, i.e. employees or non-employees.

<b>Description:</b>	Cell Phone Policy	<b>Policy Number:</b> HRP008
<b>Department:</b>	Risk Management/Administration	
<b>Responsibility by:</b>	All / Facilities	
Last saved on: 22/12/2020	HRSimplified - Cell Phone Policy	Page 1 of 2
	HRP008.docx	

*The contents of this document are strictly confidential. The contents are for the internal use HRSimplified Online Customers staff and/or persons as authorised by management..*

**4. Upgrades.**

- a. Once an employee's cell phone contract has expired, he/she is allowed to upgrade to a new cell phone, selecting any 'free' cell phone from the available options as provided by the service provider.
- b. Should an employee not select one of the free cell phone options, it is his / her responsibility to pay the excess amount. However, the cell phone will remain the property of The Company at the end of the specific contract.

<b>Description:</b>	Cell Phone Policy	<b>Policy Number:</b> HRP008
<b>Department:</b>	Risk Management/Administration	
<b>Responsibility by:</b>	All / Facilities	
Last saved on: 22/12/2020	HRSimplified - Cell Phone Policy HRP008.docx	Page 2 of 2

*The contents of this document are strictly confidential. The contents are for the internal use HRSimplified Online Customers staff and/or persons as authorised by management..*