



Use of Personal Cellphone and Reimbursement Policy

I. Objective

This policy establishes S.J. Distributors LLC (hereinafter referred to as “the Company”)’s guidelines for employees’ use of personally-owned cellphone for work-related purposes.

II. Scope

An employee of the Company may have the opportunity to use their personally-owned cellphone for work purposes when authorized, in advance, by the Company. The use of personal cellphone is limited to certain employees who need cellphone for job-related phone calls and limited to cellphone which meet the brand, storage and setting requirements set by the Company.

III. Reimbursement Plan

A. If an employee meets the eligibility requirements for using a personally-owned cellphone for work-related purpose, a reimbursement may be added to the employee’s regular pay check as frequently as the employee’s every other pay period; the payment code will be shown as “PHN”. In order to meet IRS guidelines, any amount added for personally-owned cellphone service will be identified as a non-taxable benefit.

B. An employee is responsible for purchasing cellular phone service and equipment and assumes full responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the reimbursement is intended to cover (Including at the jobsite, outside jobsite, during delivery of goods or at home, etc.). An employee’s responsibility includes termination clauses, and paying all charges associated with the cellular service and device.

C. An employee is required to make a written request for reimbursement allowance pursuant to applicable company guidelines and policies. Such a reimbursement request is required to submit together with monthly phone bills according to applicable guidelines or policies. An employee may be required to also submit proof of percentage of usage for work to the Human Resources in order to prove the amount of requested reimbursement is reasonable to cover the employee’s expenses incurred for work related usage. The reimbursement request is required to get approval from the employee’s supervisor to start the reimbursement process.

D. An employee’s reimbursement allowance may be adjusted from time to time by the Company and the employee may be notified of any adjustment of reimbursement allowance through the Company internal notice system.

E. The reimbursement allowance is neither permanent nor guaranteed. The Company reserves the right to cancel or revise the reimbursement allowance for change of job duties or for business reasons.

F. If an employee’s job duties do not include the need for personally-owned cellphone, the employee may not be eligible for any reimbursement.

IV. Restrictions on Authorized Use

A. An employee’s personal cellphone may be required to install company application and software for work-related purposes. While at work, an employee is expected to exercise the same discretion in using the company application and software as expected for the use of other company devices. The Company’s policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personally-owned cellphone for work-related activities.

B. Excessive personal calls, e-mails or text messaging during the working hours, regardless of the device used, can interfere with employee productivity and be distracting to others. An employee must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management. Managers reserve the right to request an employee’s phone bills and use reports for calls and messaging made during working hours to determine if use is excessive.



C. A non-exempt employee may not use the Company applications and software in their personally-owned cellphone for work-purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending and responding to work-related e-mails or text messages, responding to phone calls, or making phone calls.

D. An employee may not use the Company applications and software in their personally-owned cellphone for work-purposes during periods of leave without authorization from management. The Company reserves the right to deactivate the company's application and software and access on the Company applications and software in an employee's personal cellphone during periods of leave.

E. An employee may not store information from or related to former employment on the Company's applications or software.

F. Family and friends should not use or access to the Company's applications or software installed to an employee's personal cellphone.

V. Privacy/Company Access

A. No employee using the Company applications and software in the employee's personal cellphone during work-related activities have any privacy except that which is governed by law. The Company has the right, at any time, to monitor and preserve any communications that use the Company's application or software in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

B. Management reserves the right to review or retain company-related data on personally-owned cellphone or to release the data to government agencies or third parties during an investigation or litigation. Management may review the activity and analyze use patterns and may choose to publicize these company-related data to ensure that the Company's resources in these areas are being use according to this policy. Furthermore, no employee may knowingly disable any Company network software or system identified as a monitoring tool.

C. If an employee obtains or currently has a plan that exceeds the amount of reimbursement, the Company may not be liable for the cost difference unless otherwise provides in this policy or other applicable guidelines or policies. Employee is responsible to submit written request and proofs to Human Resources if employee believe reimbursement amount does not meet cost plan in 7 days after receiving reimbursement.

VI. Safety

A. An employee is expected to follow applicable local, state and federal laws and regulations regarding the use of personally-owned cellphone at all times.

B. An employee whose job responsibilities include regular or occasional driving is expected to refrain from using the employee's personal cellphone while driving regardless of the circumstances, including slow or stopped traffic. If an employee has to use the employee's personal cellphone, the employee is required to use hands free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

C. An employee who is charged with traffic violations resulting from the use of their personally-owned cellphone while driving will be solely responsible for all liabilities that resulted from such actions.

D. An employee who works in hazardous areas must refrain from using personally-owned cellphone while at work in those areas; as such use can potentially be a major safety hazard.

VII. Lost, Stolen, Hacked or Damaged Equipment

An employee is expected to protect personally-owned cellphone used for work-related purposes from loss, damage or theft. The Company will not be responsible for any loss or damage to an employee's personal cellphone. An employee must immediately notify management in the event the employee's personal cellphone is lost, stolen or damaged or the employee changes their personal cellphone for work related usage according to applicable guidelines and policies. The employee will be responsible for the expenses for fixing or replacement of the employee's personal cellphone.



VIII. Termination of Employment

Upon resignation or termination of employment, or at any time on request, an employee may be asked to produce the personally-owned cellphone for inspection. All Company data on personally-owned cellphone will be removed by the Company upon termination of employment.

IV. Violations of Policy

An employee who fails to follow the Company's policies and procedures may result in disciplinary action, up to and including termination of employment.

V. Modification of Terms and Conditions

The Company reserves its right to modify any of the terms and conditions contained in the policy, at any time and in the Company's sole discretion. Any changes or modification will be effective immediately upon posting of such policy at the Company portal or the Company internal notice system, and employees waive their right to receive a specific notice of such changes or modifications.

Employee Certification

By signing below, I certify that I have read, understand, and agree to the <Use of Personal Cellphone and Reimbursement Policy> and my responsibilities under the policy.

Employee Signature

Date