

# SK586 - iOS Usage

## Procedure - Outline the allowed uses for employees with iOS devices

### Policy

1. iOS devices belong to the property of SKS Bottle & Packaging, Inc.
2. Settings and configurations are not to be modified in any way without prior approval from your manager
3. Do not install software or apps without prior approval from your manager
4. iOS devices should be given to the IT department on the first of each month for software and security updates
5. Data usage and phone calls should be restricted to business use only
6. Notify your manager if you notice any issues with your iOS devices
7. Additional rules and regulations may be added or removed at any time
8. By signing SKS118, you agree to all of the previous rules concerning the use of SKS iOS devices