



_VOIS Local Policy

Employee Business line

Policy Owner:	Policy Champion:	Version:	Date:
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Objective	Scope
This policy governs all related business use phone processes for _VOIS Egypt employees for their voice & data lines.	Vodafone Intelligent Solutions: this Policy applies to all _VOIS Egypt and all entities in which _VOIS holds an interest of 51%, or more, or has management control. People: this policy applies to all _VOIS Egypt Employees and Group employees employed in the _VOIS Egypt, no matter which part of the company you work in or where you are based and is inclusive of Race, Religion or Belief, Disability or Age.
Compliance levels are monitored and reviewed by appropriate governance bodies. Any breach will be treated as a serious disciplinary offence and may be subject to disciplinary action.	

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1. Policy principles

_VOIS Egypt's policy to provide employee business line scheme for its employees who use mobile phones as a business tool to perform their jobs duties in addition to moderate personal use.

This policy governs all related business use phone processes for Vodafone Egypt employees for their voice & data lines

2. Information

1. Mobile Lines:

3 packages depending on business need:

- Fully funded by _VOIS - (Business use)
- Partially funded by _VOIS - (Employee Benefit to self)
- Fully funded by employee – (Employee benefit to family)

Fully funded by _VOIS

- Post-paid line fully paid by _VOIS
- Employee will need to get back to HR Benefits for any changes on the line that incur extra cost.
- Rate Plan defined according to Usage with the below initial mapping

Band	Red Business Rate Plan
E	Red 800 (Premium)
F	Red 500 (Advanced)
G1	Red 300 (Classic)

Partially funded by _VOIS

- Post-paid line partially paid by _VOIS and Employee pays the extra
- Employee can upgrade and pay the difference through payroll.
- Contractors are bound to Prepaid rate plans only
- Employee will have full authority on their lines through call center
- _VOIS will Fund the following tiers
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Band	Red Business Rate Plan
G2, H	Red 150 (Basic)
Contractors	Flex 65



Fully funded by employee

- Employee Can chose any rate plan and the bill gets deducted from his payroll
- Employee can buy up to 8 lines
- Employee will have full authority on their lines through call center

2. Data Lines:

Eligibility: All _VOIS Egypt employees & Contractors whose job nature requires continuous VMC connectivity according to the criteria for mobility solutions as justified by their managers.

Data bundles defined according to Usage with the below initial mapping

Band	Red Business Ratre Plan
E, F	40 GB
G, H , Contractors	20 GB

* Exception: In critical situations an exceptional upgrade to 40 GB bundle is applicable for all business data lines users

3. Approvals

- For Premium, Advanced & Classic rate plans, employee will need to get back to HR Benefits for any changes on the line that incur extra cost.
- Business line upgrade should be approved by the 1st & 2nd line Managers, Business partner, in addition to HR benefits approval.
- All business use data lines should be approved by the HOD level or upward as applicable, in addition to HR Benefits approval.

4. Deduction Process

For Basic & Flex rate plans: In case employee exceeds his/her monthly limit for voice or data usage, the extra amount is to be deducted from his/her next payroll

In case a business justification is proven, HOD Admin assistant is responsible for sending the justification to Benefits team.

Version	Date	Changes	Other standards affected	Approved by
1.0	01/04/2020	Original document		Rania Salah