**Scope**

Employees of Total MINI and BMW Services may have the opportunity to use their personal electronic devices for work purposes when authorized in writing, in advance, by the employee and management. Personal electronic devices include personally owned cellphones, smartphones, tablets, laptops and computers.

The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. Contact the human resource (HR) department for more details.

**Restrictions on authorized use**

Personal Laptops and devices not supplied by Total MINI and BMW Services, may not be connected to anything except TMB Guest network.

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere in the building or on company property at any time unless authorized in advance by management.

While at work, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. Total MINI and BMW Services policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to employee use of personal devices for work-related activities.

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on nonwork 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 employees’ cellphone bills and use reports for calls and messaging made during working hours to determine if use is excessive.

Nonexempt employees may not use their personal devices for work purposes outside of their normal work schedule without authorization in advance from management. This includes reviewing, sending and responding to e-mails or text messages, responding to phone calls, or making phone calls.