

**Sanrio, Inc.**

# Cell Phone Usage Policy

**(Distributed to Participants listed in II.1 below)**

##### Effective April 1, 2003

**Revised July 1, 2008**

1. **Purpose**  
     
   To outline policies and procedures for safe cell phone use and reimbursement of personal cell phone or Company issued PDA/Cell phone charges.
2. **Participation Requirements**

**a. Personal Cell Phone**As a Sanrio employee, you are eligible for reimbursement for use of your personal cell phone for business-related calls if:  
  
1. Your job is listed below:  
  
Sales Representatives  
Sales Directors and Divisional Sales Managers   
VP and above   
Other (employees expected to respond to problems during non-business hours)  
  
**and**  
  
2. You agree to the use of your personal cell phone number by having it published on Sanrio’s internal phone lists

**b. Company issued PDA/Cell Phone**

Eligibility is based upon business need and is paid through Sanrio Corporate Phone Plan

1. **Expense Reimbursement**Reimbursement is:  
     
   **Sales Representatives**– 80% of monthly cost to maximum of $80 per month  
     
   **Sales Directors and Divisional Sales Managers** – 90% of monthly cost  
     
   **VP and above** – 100% of monthly cost  
     
   **Other** (employees expected to respond to problems during non-business hours) – Case by case depending on Sanrio’s requirement  
     
   Reimbursement is through submission of expense reports and a complete copy of the personal cell phone bill must be attached. Employees issued a Company PDA/Cell phone comes with a wired earpiece and can be reimbursed for purchase of a Bluetooth device up to a maximum of $100.  
      
   Supervisory employees are responsible for ensuring that employees are familiar with this policy and follow company reimbursement guidelines. Any deviation must be approved in advance by the supervisor and explained on the expense report.
2. **Cell Phone Use**  
   Sanrio encourages the safe use of cell phones by employees who use cell phones for work-related calls. Use of a cell phone while driving is prohibited. Listed below are specific guidelines employees must follow while using their cell phones safely at all times:  
     
   1. Learn and adhere to all federal, state or local rules and regulations regarding cell phone usage. Do not use cell phones if such conduct is prohibited (e.g., California Wireless Telephone Automobile Safety Act effective July 1, 2008).  
     
   2. Employees are prohibited from usage of hand-held cell phones while driving. If it is necessary to make or receive a business call while driving, the employee should use an acceptable hands-free device (such as speaker phone, earpiece, wired headset and Bluetooth device) or make sure the vehicle is stopped and that the vehicle is parked in a proper parking area during the call. Keep business conversations short.  
      
   3. Safety should be the first priority while driving for company business. Employees should wear safety belts, follow all posted signs and speed limits, and take sufficient breaks when driving for extended periods of time. When in a gas station, do not use your cell phone because electrical sparks can cause an explosion.

**Sanrio, Inc.**

# Cell Phone Policy

**(Distributed to Participants listed in II.1)**

##### ACKNOWLEDGEMENT FORM

This is to acknowledge that I have received a copy of the Sanrio, Inc. Cell Phone Policy (revised July 1, 2008). I acknowledge that I am expected to read, understand, and adhere to this policy and will familiarize myself with the information in this policy.  
   
I agree to the use of my personal cell phone number (listed below) on Sanrio’s internal phone lists and will abide by these policies in all respects.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Cell Phone Number for internal phone lists

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Name (Printed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date

**Return signed copy to Human Resources.**