



MOBILE PHONE POLICY

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DOCUMENT CONTROL

DOCUMENT NAME	Mobile Phone Policy
ABSTRACT	This document details Policy on Reimbursement of Mobile Phone Expenses incurred for official purposes
DOCUMENT REFERENCE	HRD016

AUTHORISATION

Process Owner	Reviewed By	Authorized By
Name: Radhakrishna	Name: Naveen Agarwal, Bipin Pendyala, Ramesh Naidu, Arnab Basu	Name: Arun Bala
Signature:	Signature:	Signature:

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Master HRD Department
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VERSION HISTORY

VERSION	DATE	PREPARED BY	CHANGES & REASONS FOR CHANGE
Draft 1.1	15/11/2019	Radhakrishna	First Draft
Issue 1.0	02/01/2020	Radhakrishna	
Issue 2.0	29/04/2020	Radhakrishna	Changes to suit UK region
Issue 3.0	01/07/2020	Radhakrishna	Changes to align with role-structure
Issue 4.0	03/08/2020	Radhakrishna	Rebranding & Logo change

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1. OBJECTIVE

It is the policy of the company to extend benefits which are in the business interests of the company, in line with the market/ Industry practices and within the rules and laws of the land.

2. ELIGIBILITY CRITERIA

- 2.1 Employees on permanent roles
- 2.2 Contractors
- 2.3 Interns and Trainees are not eligible for reimbursement under this policy

3. RATIONALE

The re-imbursement of mobile phone expenses incurred for official purposes could be provided to employees for one or more of the following reasons:

- 3.1 Employee is responsible for critical functions which affect the profitability, safety, security, delivery of services or image of the company
- 3.2 Functions performed by employee require frequent contact with customers, business associates or other employees
- 3.3 Employee performs functions which require his/her presence in multiple locations
- 3.4 Providing it will help in improving work productivity

4. ACCOUNTABILITY

- 4.1 Employees will have to procure their own mobile sim cards and manage on their own. Company will not be responsible for procuring mobile sim cards.
- 4.2 Employees upto the role of AVP will be responsible to purchase and use their own mobile phone devices and company will not be providing the devices
- 4.3 Due to security and confidentiality of the company data, for employees in the role of VP & above ONLY, Company will provide “managed” mobile phone device having enterprise security module with lock and erase features. Local IT team will procure these devices and support them during the term of the employment. The device and model will be defined by IT and there will be no exceptions in this regard

5. APPROVING AUTHORITY/ APPROVING MANAGER

- 5.1 For the consultants assigned to project, the approving authority will be respective Project Manager or Service Delivery Manager
- 5.2 For everybody else, the approving authority will be the respective reporting managers

6. GUIDELINES FOR REIMBURSEMENT

- 6.1 Employees are expected to use the mobile economically
- 6.2 The bill for mobile expenses should be in the name of the employee
- 6.3 Employees should first pay the bill and thereafter submit the same for re-imbursement
- 6.4 Personal expenses, based on a realistic assessment of them, should be made and reduced from the amount of the bill while claiming re-imbursement
- 6.5 Approving Managers should verify the expenses/ bill including the reasonableness of the claim
- 6.6 It is the responsibility of the employee to pay the bill in time within the stipulated date. No late payment charge would be reimbursed
- 6.7 On International business travel trips, employee is expected to use country specific sim cards which are available & far more economical to use and should not use international roaming facility which is very expensive. Employee may also opt roaming packages offered by the destination country specific operators with a prior approval from their respective managers
- 6.8 Employee should fill up the prescribed form along with justification & obtain approval of the Approving Manager for availing this facility. The Approving Manager should approve it purely based on business needs which is continuous & not intermittent
- 6.9 UK based employees will receive net allowance of 20 GBP per month through the payroll if not on company provided phone contract

7. REIUMBRSEMENT AMOUNT

Role Category	Reimbursement Ceiling Amount pm			
	UK	USA	India	Mauritius/ GCC/ Fiji
Upto Senior Consultant & equivalent roles	£ 20	\$ 20	₹ 500	\$ 10
Upto AVP & equivalent roles	£ 20	\$ 40	₹ 1000	\$ 20
Customer facing leaders, Sales, Marketing, Finance & Travel/ Admin teams	Actuals	Actuals	Actuals	Actuals
VP & Above	Actuals	Actuals	Actuals	Actuals

*NOTE: refer to Career Path link on Sharepoint for details of all the roles