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Approver	Sivi Moodley



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MACROCOMM GROUP COMPANY USAGE POLICY

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STAKEHOLDER NAME AND DESIGNATION	SIGNATURE	DATE
Sivi Moodley (Macrocomm Group Chief Executive Officer - 16.1)		
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1 Purpose

Macrocomm has developed this policy to ensure that all company assets are protected and used correctly for the scope its intended to. The purpose of this policy is to ensure that all property maintained by Macrocomm is kept in the best possible working condition and to ensure proper use of such property and Macrocomm networks.

"Property," as the term is used in this policy, is defined as any piece of equipment, furnishing, vehicle, building or supply leased, owned, donated or otherwise in the custodial care of Macrocomm or any person acting as its agent.

No Macrocomm employee should expect any privacy on Macrocomm premises or when using Macrocomm property or networks, except that which is required by law.

1.1 Responsibility and Authority

Management will apply and enforce this policy to ensure a harmonious working environment characterised by fairness and equality. Furthermore, it will be a joint effort between management and employees to ensure that all employees are aware of the company's anti-discrimination policy and practices. The policy will be accessible through various internal communication channels including, but not limited to, the shared drive and hard copies.

1.2 Policy Scope

All Macrocomm Group permanent employees, including employees within subsidiaries and service lines, and acquisition companies.

2 Policy summary

All Macrocomm employees must maintain their work environment in an orderly fashion and follow all Macrocomm rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused Macrocomm property will be subject to disciplinary action up to and including termination. If an employee's misuse of Macrocomm's property damages the property, Macrocomm reserves the right to require the employee to pay all or part of the cost to repair or replace the property. As per the company's disciplinary code,

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misappropriation of Macrocomm property is grounds for immediate termination and possible criminal action.

No employee may use Macrocomm property (including but not limited to computers, telephones, cell phones, copiers, Internet services and printers) for personal use unless specific permission has been granted by the employee's department head. If such permission is granted, the employee will be responsible for the care and return of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed or used by the employee for personal use.

2.1 Use of Company Vehicles

Any employee for whom driving is an essential job duty must be authorized and approved by the General Manager to drive Macrocomm vehicles. It is the responsibility of the employee driver of a Macrocomm vehicle to ensure that the vehicle is in full operational condition before each use. The employee driver will sign a vehicle log report noting any problems with, or damage to, the vehicle before each use. Should the employee return the vehicle to the company with damage to the vehicle, the vehicle log report will be used as support evidence of the condition of the vehicle before it was used by the employee driver. Any vehicle found to be unsafe will be removed from the operational fleet until appropriate maintenance or repairs have occurred.

If an employee gets a speeding fine whilst driving a company vehicle, this will be for the employee's account. Information will be verified against the logbook for the time period. The employee will be informed of the traffic violation and may agree to a salary deduction or full payment of the fine, depending on the amount.

2.2 Use and Dissemination of Company Information

"Information," as the term is used in this policy, includes without limitation any information owned or used by Macrocomm such as:

- Any company employee, customer or client lists.
- Any company database information, including addresses and telephone numbers.
- Any information from Macrocomm employee personnel files, including employee addresses, telephone numbers, employment status and salary information.

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- Any photographs, videotapes and sound clips of any Macrocomm employee, customer or client.

Only those employees who are authorized by Macrocomm's board of directors or executive team, or whose job description permits them to do so, may speak on behalf of Macrocomm. Notwithstanding the foregoing, specific permission from Macrocomm's board of directors or executive team will be required before any employee may disseminate confidential information.

No employee may knowingly dispense such information to any outside party unless authorization has been granted. This could include other employees who do not have the right to know such information. Any breach will be considered a violation of Macrocomm's policy concerning confidentiality.

2.3 Monitoring of Network Communications

Macrocomm reserves the right to monitor at any time any communications that use Macrocomm networks in any way, including data, voice mail, email, telephone logs, Internet use and network traffic, to determine proper use.

Macrocomm will review network communications activity and will analyze use patterns.

No employee may knowingly disable any network software or system identified as a monitoring tool.

3 Loss or damage to company property

3.1 Unauthorised use of company property

The unauthorised use of company property may be a form of theft; however, the offence is wider than theft in the technical sense because it does not require the employee to have actually taken possession of the employer's property or alternatively deprived the employer of use of that property. In the case of any unauthorised use of company property which results in damage or loss, the full retail value of the item will be deducted from the employee's salary over an agreed period of time. The employee will be required to complete the Macrocomm Loan agreement, stipulating the payback period. The total amount of the debt will not exceed the actual amount of the loss or damage.

The employee will also have the option to replace the device with a new device at the same value. The make, model and spec of the device should be on par with

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the lost or broken device. The replacement device will become the property of Macrocomm thereafter.

In the case of negligent behaviour, the standard disciplinary process will ensue to address the breach of company rules.

In all cases where there is no clear admission of guilt, Macrocomm will follow a fair procedure and give the employee a reasonable opportunity to show why the deductions should not be made.

3.2 Loss of company devices – No fault of the employee

In the case of loss of a company asset due to no fault of the employee, the company will replace the asset, on receipt of evidentiary support e.g. a valid police case number. Replacement will be managed through the insurance process if applicable.

Should an employee lose a company device for a second time during the employment period, they will be liable for replacement of the device. If there was a previous loss of any company device, the employee is liable for either replacement of the new device or pay-back based on the amount initially paid by the company. If the asset is insured, the employee will be liable for the insurance excess payment for replacement of the device.

3.3 Stolen company vehicle

In the case of a company vehicle being stolen or written off, the company will conclude its own investigation. Should the incident investigation show no fault of the employee, the company will proceed with the standard process related to insurance claims.

Should there be foul play suspected and/or proven, the company reserves its rights to proceed with criminal charges, together with application of the company's disciplinary process.