



# Personal Devices Policy

## Use of Personal Devices for Work Purposes

I hereby acknowledge that I may be required to use my personal cell phone or other personal devices for work during the course of my employment. Therefore, under the below conditions and for full and sufficient consideration, I agree to use my personal cell phone and/or any other personal devices, equipment, and/or resources to carry out my duties as a VSolvit employee. If requested, I will communicate the list of personal devices and purpose of usage with the IT department and/or Supervisor. Additionally, I agree to comply with all Information Technology policies and procedures governing the use of such equipment.

In addition, I understand and agree to the following policies:

1. Employees are responsible for the security and safekeeping of VSolvit's information on their personal devices. Approved personal devices authorized for work purpose are desktop/laptop computer, external monitors, mobile phone, and/or tablet. Employees may be allowed to use their personal device to access company systems but are required to use only company issued laptops to store and process data. If your personal device is lost or stolen, please notify Human Resources immediately.
2. Employees are prohibited from storing customer sensitive (CUI/FCI), proprietary or confidential VSolvit information on a cell phone, personal/shared computer or laptop, and/or flash or external drives/disks. All vital documents or communications must be stored on the Google Drive or other IT approved secured network storage device.
3. Employees are expected to respond to any and all calls and/or text messages during their scheduled work hours that are work-related in a timely manner.
4. In the event additional reimbursement is requested, employees will be requested to provide a copy of their cell phone bill as documentation showing that the phone was used for work purposes. Employees may redact private or confidential information.
5. I have read and understand the following IT policies: Mobile Device policy, Acceptable use policy and Media Reuse policy, and acknowledge I am expected to follow these policies in conjunction with this policy.
6. Upon separation, I will confirm the removal of any access to company-related programs/accounts, excluding IT controlled programs/accounts or accounts in which I retain access to for employment information purposes.

VSolvit will provide a lump, bi-weekly allowance to approved employees for: (1) the use of their personal cell phones; and (2) their use of any other personal devices, equipment, and/or resources. If the bi-weekly allowance does not cover my overall necessary business expense for the enumerated uses above, I acknowledge and understand that it is my responsibility to inform HR and provide supporting documentation to obtain appropriate reimbursement in accordance with company policy. Upon such notice, HR will assess each request and take action on a case-by-case basis.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

For questions regarding this policy, please contact the Human Resources department.