



Mobile Device Policy

A Treasury Wine Estates Limited Policy

1. WHO THIS POLICY APPLIES TO

This is a group-wide policy and applies to all operations in all countries within which Treasury Wine Estates' (TWE) operates. It applies to all mobile devices provided by TWE to people who represent the organisation, including directors, employees, contractors and consultants of TWE (TWE People).

2. POLICY STATEMENT

The purpose of this policy is to provide guidance and to govern the use of TWE owned mobile devices such as mobile/cell phones, laptops, iPads, tablets and MIFIs (**TWE Devices**).

3. KEY PRINCIPLES

ELIGIBILITY

A TWE person may be eligible for a TWE Device provided they meet the following criteria:

- A member of the Executive Leadership Team (ELT)
 - A people manager
 - A person employed in a sales role
 - For an interim period, for travel purposes
 - A person who spends significant time away from their base office
 - For the purpose of providing support during and outside of business hours
 - For a reason relating to health and safety (eg. personal security)
- The manager must provide the business unit cost centre when a request is made for a new or replacement TWE Device. The cost of each TWE Device issued will be charged to the nominated cost centre.

GUIDELINES & USAGE

- TWE Devices remain the property of TWE and must be returned to TWE upon request. This may include if you leave TWE, take a leave of absence or if you are provided with a replacement TWE Device.
- You are responsible for protecting your TWE Device including taking reasonable steps to protect it from theft, loss, damage or misuse.
- TWE Devices are provided for business purposes. While TWE allows a reasonable amount of personal use, you are responsible for ensuring that personal use is kept to a minimum.
- You are responsible for ensuring all use on your TWE Device complies with any relevant laws, policies, rules and/or regulations, including but not limited to TWE's Code of Conduct, Information Security Policy and Social Media Policy.
- Business related streaming services should only be accessed using a TWE WIFI network or an external WIFI network (not using a mobile network). Mobile Device Manager (MDM) is a **mandatory** application on all TWE Devices and only TWE Devices enrolled in MDM can access corporate information, including but not limited to Email & Calendar.
- TWE reserves the right to remotely wipe or cancel any TWE Device via MDM without notice if:
 - The TWE Device has been lost or stolen;
 - TWE's security and/or reputation is compromised;
 - If usage is deemed inappropriate or illegal; and
 - If any of the above are reasonably suspected and under investigation.

Accordingly, it is up to you to ensure that any personal content on your TWE Device (such as photos) is regularly backed-up. TWE is not responsible for any personal content which may be wiped via MDM.

- All TWE Devices are to be used in a safe and responsible manner that is in accordance with the law i.e. a hands free set must be used at all times whilst driving
- Lost or stolen TWE Devices must be reported to the IT Service Desk immediately.
- Any content which infringes laws including copyright (such as illegally downloaded or inappropriate music or videos) is not to be stored or accessed on any TWE Device.

DATA & CHARGES

- Device and usage charges will be charged to the business unit's cost centre.
- International voice & data services require ELT member business unit approval

4. CONSEQUENCES FOR BREACH OF THIS POLICY

A breach of any of the provisions of this Policy may constitute a disciplinary offence and will be dealt with in accordance with TWE's regional *Disciplinary Processes*. Depending on the gravity of the offence, it may be treated as serious misconduct and could lead to disciplinary action, up to and including summary termination of employment. You may also be required to repay any costs which are not business related or have your access to a TWE Device removed.

5. APPROVAL

Last Edited By	Approved by	Date Published:
	Chief Financial Officer – T Reeves	January, 2016

Treasury Wine Estates reserves the right to amend, cancel or extend policies. All policies filed to the Treasury Wine Estate's portal are current. If you are referring to a hard copy, please ensure that it is the most recent version.