



## **Essex Mobile Device Policy**

### **1. PURPOSE**

1.1. This policy specifies the proper procedures for obtaining or upgrading your mobile phone or smartphone referred to hereafter as 'device'.

### **2. SCOPE**

2.1. This procedure applies to all employees of Essex in Europe.

### **3. RESPONSIBILITY**

3.1. The overall implementation of this procedure resides with the Information Technology (IT) Department.

### **4. PROCEDURE**

Mobile phones with voice service and smartphones with voice/data will be provided and paid for by Essex only for employees whose job function requires them to have mobile voice/data services. Employees which are eligible for company paid mobile phones with voice / data service are defined below:

- Employees must be at a Manager level or above to be eligible for Company provided mobile services.
- Exceptions include: Outside Sales employees, employees required to travel internationally; employees who are required to travel domestically on an regular/extensive basis (two or more weeks per month), or with consistent, frequent need for availability outside of normal working hours; employees that are expected to be available in the event of an emergency.
- Individuals below a Manager level may have access to "shared" mobile services as deemed necessary.

- 4.1. Employees must contact their IT Support to review eligible options and costs.
- 4.2. The list of eligible devices for employees is periodically updated by the IT Department.
- 4.3. Devices chosen by IT belong to two categories, 1 and 2 . Employees at a Manager level or above are entitled to get devices belonging to category 1, employees below Manager level are entitled to get devices belonging to category 2.
- 4.4. All requests to initiate a new service plan and/or to get a mobile device must be approved by the employee's immediate Manager and the local Human Resources Manager.  
The employee's Manager must send an email to the Country IT Support contact copying the HR Department with the subject indicating the type of request (ex:' Mobile Phone Purchase or Mobile Phone Upgrade – (First Name Employee) (Last Name Employee)').
- 4.5. Once the request for a device is received and approved, IT Support will create a ticket for the assignment/purchase of the device in the Manager's name.
- 4.6. Once the device is available, IT Support will configure and deliver the device to the employee.
- 4.7. Employees cannot install on devices any app or service matching one or more of the following criteria:
  - 4.7.1. App or services requiring the payment of fees or generating additional costs for the Company.
  - 4.7.2. App or services of unknown or doubt source or with a bad reputation which can represent a security risk for the Company.
  - 4.7.3. App or services belonging to categories such as Child Abuse, Discrimination, Drug Abuse, Explicit Violence, Extremist Groups, Hacking, Illegal or Unethical, Adult/Mature (Dating, Gambling, Sex, Other Adult Material Content), Bandwidth Consuming (File Sharing, peer-to-peer, Streaming Media).
- 4.8. A limited personal usage of the devices is allowed as long as all rules listed at point 4.7 are respected and no additional costs are generated in any way (voice and data services not covered by the device's plan).
- 4.9. Devices' replacements can occur only after a minimum of 3 years. However replacements are not automatic and we do not encourage upgrades if the current device satisfies the employee's needs and meets current technical specifications. Nonetheless, if the mobile contract with the vendor is particularly convenient or allows for replacement free of charge, devices could be replaced at a shorter interval further to the IT Department's approval.
- 4.10.The first time an employee loses or inadvertently damages a Company device the Company will pay either for the repair or for a substitute device. For further losses or damages by the

same employee, the Company reserves the right to decide whether to charge the employee with the repair or replacement cost.

- 4.11. We do not allow BYOD policies and personal devices cannot be connected to the Essex network. Enterprise SIM card cannot be used in personal devices either.

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