



## CORPORATE MOBILE PHONE POLICY

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## 1. Purpose of Policy

REMINGTON GROUP Corporate Mobile Phone Policy outlines the guidelines for using cell phones at work.

REMINGTON GROUP recognise that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.)

But, cell phones may also cause problems when used imprudently or excessively.

## 2. Scope

This policy applies to all REMINGTON GROUP employees.

## 3. Policy Elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of our company's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones is prohibited.

REMINGTON GROUP expects employees to use their cellphones prudently during working hours.

## 4. REMINGTON GROUP advise employees to,

- Use company-issued phones for business purposes only and preserve them in perfect condition.
- Surf the internet, text and talk on the phone outside the business hours or during allowed breaks.
- Turn off or silence their phones when asked.

## 5. REMINGTON GROUP won't allow employees to,

- Play games on the cell phone during working hours.
- Use their phones for any reason while driving a company vehicle.
- Use their cell phone's camera or microphone to record confidential information.
- Use their phones in areas where cell use is explicitly prohibited
- Speak on their phones within earshot of colleagues' working space during working hours.
- Download or upload inappropriate, illegal or obscene material on a

company cell phone using a corporate internet connection.

## 6. How to properly use cell phones in the workplace

Employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.
- Employees can use their phones during breaks or at lunch hour and while on a stationary vehicle

## 7. Company-Issued Cell Phones

The Company may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the REMINGTON GROUP are Company property. Employees must comply with Company requests to make their Company-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Company for any reason must turn in their Company-issued cell phones.

## 8. Device Loss

In the unfortunate event that a phone is lost, it is your responsibility to immediately notify the IT Department that your corporate device was lost. IT Department will take the appropriate actions to ensure the safety of the data stored on the device and to ensure the phone can no longer be used. While reporting the loss of the device, employee has to complete the Incident Form.

In case of the loss of the device, device custodian has to bear the purchasing cost of the lost device.

## 9. Device Damage

Within the lifecycle of the device, if the device is damaged beyond repair, the device will be deemed 'lost'. In such cases device custodian has to bare the purchasing cost of the damaged device.

If the device is damaged to the point of repair, device custodian has to bear the cost for repair the device.

## 10. Service Cancellation

At any time, REMINGTON GROUP reserves the right to cancel or deactivate a corporate device and/or the associated plan at any time.

### 11. Termination/Resignation/Departure

Upon termination or resignation of an employee, the device remains the property of REMINGTON GROUP and must be returned to IT Department forthwith. The mobile phone service will be put on hold. Failure to return the phone in a reasonable time frame will result in being billed for the current market value of the phone and having the phone made unusable for use.

### 12. Device Alteration

Users are not permitted to alter REMINGTON GROUP owned devices through “jailbreaking” or other unauthorized modifications of the device’s operating system.

### 13. Disciplinary Consequences

REMINGTON GROUP retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee’s phone usage causes a decline in productivity or interferes with our operations, REMINGTON GROUP will ban that employee from using their cell phones.

Employees may face severe disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate REMINGTON GROUP’s confidentiality policy.
- Cause an accident by recklessly using their phones.

### ACKNOWLEDGMENT

I have carefully read the Corporate Mobile Phone Policy. I understand the contents, and I agree to comply with the said Policy.

Business Unit & Department			
Name			
Signature		Date	
Manager/Supervisor Signature		Date	