



Mobile Phone Policy

1 Purpose

This policy outlines the guidelines for the use of company-issued mobile phones by employees. The goal is to ensure responsible and efficient use of these devices for business purposes while maintaining employee privacy and security.

2 Scope

This policy applies to all employees who are issued a company-owned mobile phone for work purposes.

3 Use of Company Mobile Phones

1. Business Use

Company phones are primarily intended for business use. This includes:

- Conducting business calls and emails
- Accessing company systems and data
- Using company-approved apps for work-related tasks
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2. Personal Use

Limited personal use of company phones is permitted, provided it does not interfere with work duties or violate company policies. Personal calls must not be made on client premises. Personal use may include:

- Making personal calls
- Sending personal texts and emails

3. Prohibited Use

The following activities are strictly prohibited on company phones:

- Downloading or using unauthorized software or apps
- Accessing or sharing confidential or proprietary information outside of authorized channels
- Engaging in illegal or unethical activities
- Using the phone for personal gain or profit

4 Data Security

1. Data Protection

Employees are responsible for protecting the confidentiality and integrity of company data stored on their phones.

2. Passwords



Strong, unique passwords should be used to protect access to the phone and any company apps.

5 Device Care

Employees should handle company phones with care and avoid damage. In the event of a lost or stolen phone, the employee must report the incident to IT immediately.

The company may monitor phone usage to ensure compliance with this policy and for security purposes. Violations of this policy may result in disciplinary action, up to and including termination of employment.