

Mobile Phone Policy

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Objective

This policy is designed and outlines the guidelines for procuring mobile phones to functionaries for official use, keeping in view the role

Scope

This policy applies to anyone who will be issued a mobile device or who is currently using a company issued mobile device. The mobile device is primarily a business tool and its use must comply with all requirements of the policy as outlined below.

Eligibility for Handset

Based on the job requirements, nature of responsibilities and in the interest of the company, the Company may provide mobile handset to the employee on reimbursement basis. Guidelines are: -

- i. The company mobile phone would be issued to only those employees who require it for official purpose. Decision of the management in this respect will be final
- ii. Prior approval is mandatory before purchase of handset
- iii. Eligibility and reimbursement matrix are as below: -

Band	Employee Designations	Handset Purchase	Monthly Usage Limit (Rs.)
L5	VP / President/ HOD's	10,000/-	1,000/-
L4	GM, DGM, AGM	8,000/-	800/-
L3	Sr. Manager, Sr. Project Manager, Program Manager	8,000/-	600/-
	Manager, Project Manager, Asst Manager, Dy. Manager	6,000/-	500/-
L2	Sr. Executive, Executive, Team Lead	1,500/-	250/-
	Branch Manager	6000/-	400/-
L1	QS, Supervisor, Centre Heads	1,500/-	250/-
	Bunker Sakhi, Computer Operator	1,500/-	250/-
	Drivers, Admin, Electrician	1,500/-	250/-

Procedure of applying for mobile phone

- i. **Handset**
 - a. Request is to be made by filling mobile requisition form and forward it to HOD for approval.
 - b. HOD to forward email approval to IT team for issue of SIM. Employee to submit hard copy of approval form to Accounts department.
 - c. Post approval, employee can purchase handset and submit bill to accounts department for reimbursement. Reimbursement amount will be remitted into employee bank account
- ii. **SIM Card** - SIM Card would be issued by IT department within 3 days of receiving approval
- iii. **Plan** - The monthly bill plan would be decided by IT on the basis of requirement and can be changed keeping in view the business requirement
- iv. The concerned employee, who has been provided with the handset, will be fully responsible for the safety and proper upkeep of the handset. Any breakage / loss attributed due to

negligence will be the responsibility of the employee. The expenses incurred for the repair / replacement of such handset will be borne by the employee

Guiding Rules

- I. The monthly bill amount will be paid by the company and excess amount will be recovered from employee by way of deduction from salary
- i. Life of mobile phone is minimum 1 year for feature phone and 2 years for smart phone. Repairs and maintenance of the handset within this period will be borne by the employee
- ii. Employee can request for purchase of new handset after expiry of minimum period
- iii. On resignation, amount reimbursed for purchase of handset will be deducted during final settlement in following way:
 - 100% recovery if employee is exiting the organization within 6 months of joining
 - 50% recovery if employee is exiting the organization between 6 months to 2 years in case of smart phone and 6 months to 1 year in case of feature phone
- iv. Reasonable care must be taken to prevent accidental damage, loss or theft of the mobile phone. However, in case of theft or loss, employee must:
 - Immediately contact the network operator and disable the SIM.
 - Notify the reporting manager
 - File FIR and submit the copy of FIR to IT department.
 - Employee will not be eligible for another set till the expiry of minimum period
- v. When travelling abroad, employees should be prudent with their usage of phone
- vi. The mobile phone is company's asset and can be demanded back anytime
- vii. Company mobile phone should not access, store or distribute any offensive or inappropriate material. Non-adherence to this rule will carry necessary disciplinary action

Restrictive Clauses

- The interpretation of the policy rests exclusively with the Company. The decision of the Company is final and binding. Any exceptions to the above would be at the sole discretion of Management.
- The Company reserves the right to modify, change or stop this policy to meet the changing needs of its business.