# Mobile Device Connectivity & Allowance Policy

To use this template, simply replace the text in dark grey with information customized to your organization. When complete, delete all introductory or example text and convert all remaining text to black prior to distribution.

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| **Policy Owner** | Name the person/group responsible for this policy’s management. |
| **Policy Approver(s)** | Name the person/group responsible for implementation approval of this policy. |
| **Related Policies** | Name other related enterprise policies both within or external to this manual. |
| **Related Procedures** | Name other related enterprise procedures both within or external to this manual. |
| **Storage Location** | Describe physical or digital location of copies of this policy. |
| **Effective Date** | List the date that this policy went into effect. |
| **Next Review Date** | List the date that this policy must undergo review and update. |

# Purpose

Describe the factors or circumstances that mandate the existence of the policy. Also state the policy’s basic objectives and what the policy is meant to achieve.

This document outlines the policy regarding mobile device connectivity and our mobile device allowance program for *exempt salaried* employees. Non-exempt employees will not be permitted to have connectivity access on personal devices unless authorized by the VP-Human Resources. [Company Name] will no longer arrange for company mobile device purchases for eligible employees, but will move to an Allowance program as described in this document whereby all users are now required to purchase their own personal devices.

# Scope

Define to whom and to what systems this policy applies. List the employees required to comply, or simply indicate “all” if all must comply. Also indicate any exclusions or exceptions, i.e. those people, elements, or situations that are not covered by this policy or where special consideration may be made.

Exchange connectivity (email, calendar, contacts, etc.) is limited to Smartphone devices only. Tablet (IPad, etc.) devices are considered family devices; therefore Exchange access will be restricted to Executive Officers and others specifically approved by the VP – HR. Employees whose business needs demand immediate access to voice and/or data will be provided a company allowance as outlined in this document.

# Definitions

Define any key terms, acronyms, or concepts that will be used in the policy. A standard glossary approach is sufficient.

# Governing Laws & Regulations

If applicable, list any laws or regulations that govern the policy or with which the policy must comply. Confirm with the legal department that the list is full and accurate. If there are no pertinent governing laws or regulations, delete this section.

# Policy Statements

Describe the rules that comprise the policy. This typically takes the form of a series of short prescriptive and proscriptive statements. Sub-dividing this section into sub-sections may be required depending on the length or complexity of the policy.

If you request access to the [Company Name] MS Exchange account that serves as our email, calendar, and contacts system, you must follow the following procedures:

1. Devices given Exchange access are limited to smartphones (unless otherwise approved by VP-HR) as limited above.
2. All device holders with Exchange access are required to sign a Waiver to Wipe Contents Agreement (see Exhibit 74.2a) that permits the company to remote wipe device data or company information access will be denied.
3. Devices will be wiped upon termination of employment, theft of device, or loss of device, and any other reason determined by IT or HR to be appropriate.
4. User is responsible for immediately reporting lost or stolen device to Corporate IT immediately.
5. Password lock will be enforced on any device connected to Exchange.
6. [Company Name] is not responsible for loss of personal content (photos, music, downloads).
7. You may not under any circumstances retain company documents or electronic information in other off-network servers, dropbox, or iCloud servers.
8. [Company Name] IT will support connectivity to Exchange (email, calendar, contacts, etc.) for your smartphone device. User is responsible for working with their carrier on any other issues with the device or non-“Company” applications.
9. Only Active Sync-enabled devices will be supported. These include most iOS (Apple), Android, and Windows Phone devices. A full list of these devices should be available from your carrier.

**Allowance Eligibility**

The following employee groups may be provided a Smart phone allowance (for voice and data) by the company as approved by the Vice President of Human Resources and their immediate manager:

* Executive Management of [Company Name] (CEO, CFO, VP – General Counsel, VP – Human Resources, Presidents, SVP-GM).
* Direct reports of Executive Officers/Presidents/General Manager of the businesses.
* Managers whose supervisors determine they require a smart phone for business use: top functional department heads, manufacturing department heads, plant supervision, information technology personnel, sales, marketing and technical personnel, and corporate office key personnel.

Other employees on a limited basis may be provided a mobile phone (voice only) providing their travel schedule, onsite work contact, or off-work hour contact is absolutely required. This is usually IT groups or Plant supervision who qualify for the cell phone.

**Relevant Procedures**

Consider creating formal procedure documents that reinforce and support the policy statements above. Note, it is best practice to house policies and procedures in separate documents to keep the content focused and reduce the number of times the policy must be reapproved by senior management.

**Allowance Reimbursement**

When you become eligible for a mobile device allowance, you will be provided an allowance to cover your device, carrier fees, accessories, and monthly fees. The Company does not mandate what type of device or choice of carriers, but you are expected to have the type of device you are being reimbursed for by the company or risk disciplinary action.

**Monthly Fee:** On a monthly basis [Company Name] will provide $100 for a voice/data plan, and $50 for a voice only plan. All allowances will be processed through payroll and are considered taxable income to you. Any excess amount incurred by you will be your responsibility unless it is an approved business reason for which the amount can be reimbursed through an expense report with normal approvals.

**International Travel:** If you consistently travel overseas, you may need to obtain from your carrier an international data plan to avoid the high service fees when overseas. If you travel internationally infrequently, then it is best to stay with a domestic data plan but give advance travel notice to your carrier to obtain access at a lesser fee for a month. If required by business, the additional cost for these options can be approved and added to the monthly reimbursement processed through payroll.

A Global **Compensation/Job Data Change Approval Form** (HRMS 3F-1) must be completed and approved for current employees in order to qualify for an Allowance Reimbursement. Approvals for new hires will be captured in the requisition within Taleo.

**Device Purchase:** You are responsible for obtaining and paying for your own device and related accessories, and securing the most cost effective plan for your business use. Once provided an allowance, you are expected to have the appropriate device (voice/data or voice only) available for business use that matches your reimbursement amount. Employees who would like to upgrade to a different device or change carriers may do so at their own cost.

# Non-Compliance

Clearly describe consequences (legal and/or disciplinary) for employee non-compliance with the policy. It may be pertinent to describe the escalation process for repeated non-compliance.

Violations of this policy will be treated like other allegations of wrongdoing at [Company Name]. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for non-compliance may include, but are not limited to, one or more of the following:

1. Disciplinary action according to applicable [Company Name] policies;
2. Termination of employment; and/or
3. Legal action according to applicable laws and contractual agreements.

# Agreement

Include a section that confirms understanding and agreement to comply with the policy. Both signatures and dates are required. A sample statement is provided below.

I have read and understand the [name of policy]. I understand that if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws or company policy.

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Employee Name

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Employee Signature Date

# Revision History

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| **Version ID** | **Date of Change** | **Author** | **Rationale** |
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