CART HORSE PROTECTION ASSOCIATION

COMPANY CELL PHONE POLICY

Created :	January 2024
Last Revised :	
Review Date :	January 2026

COMPANY CELL PHONE POLICY

1. Objective of Policy

1.1 The objective of the policy is to ensure that all staff who are issued with cell phones or who receive a cell phone allowance understand the terms and conditions of the use thereof.

2. Application

2.1 This policy applies to all employees who require a cell phone for the completion of his / her duties, or any employees who make use of company cell phones.

Please note: If it's a condition of employment that the employee requires a cell phone for the completion of his/ her duties, the employee is required to be contactable during working hours on the cell phone.

3. Issued cell phones

The following shall apply to all issued cell phones:

3.1 All cell phones (together with the sim cards) issued to employees remain the property of the company.

3.2 Employees with issued cell phones will immediately return cell phones when requested to do so or on termination of their contract of employment whichever occurs first.

3.3 Itemised bills are generated for each cell phone and as required, the employee will be responsible for any data/call or other charges that are not work related. The company shall cover only the cost of business calls and all personal calls (including personal data usage and short messaging) shall be for the account of the employee concerned.

3.4 The employee hereby irrevocably agrees to the company deducting directly from his/her salary (or any other amount owing to him/her by the company) the following:

3.4.1 The total cost of all personal calls (including personal data usage and short messaging) made on the cell phone on a monthly basis.

3.4.2 In the event of the termination of the employee's services, any outstanding amount owed by the employee related to the cell phone usage from any monies payable to the employee on termination.

3.5 In the event of the loss of the cell phone by the employee for any reason whatsoever or if the employee fails to return the cell phone when requested to do so, the replacement cost thereof, together with the cost of the replacement of the allocated sim card, together with the cost of all unauthorised calls (or other use), will be deducted directly from any monies due to the employee.

4. Payment of allowance

The following shall apply if the employee gets a cell phone allowance:

4.1 The employee shall be responsible for the purchasing of a cell phone, sim card and entering into a contract with a service provider of the employer's choice.

4.2 The company shall contribute an agreed amount per month to the use of the cell phone. This amount shall be in respect of all cost incurred in relation to the use of the cell phone.

4.3 In exceptional circumstances and where the employee has a month where excessive amounts of business related calls have been made, the employee will be permitted to approach the company and request that a further payment be made towards the cell phone cost. The company shall have an absolute discretion in respect of the payment of any such cost. The company may request proof of the actual calls made.

5. Payment of business related calls only

(Applicable to employees where the company has undertaken to pay for business related calls only)

5.1 The company shall not be responsible for any costs incurred in the purchasing of a cell phone and or any subscription or contract fees thereof.

5.2 The company undertakes to reimburse the employee for all business related calls/use only.

5.3 The employee shall be required to submit proof of business related calls/use to the company prior to the company making payment thereof.

5.4 Proof of such business calls/use must be submitted by the 15th of each month. In the event that proof is submitted after this date, the re-imbursement shall only take place during the following month's salary run.

6. Cell phone disposition whilst on leave

6.1 Employees who have been issued cell phones must keep the cell phone switched on whilst the Employee is on any form of leave. The Employee must set the cell phone so that all calls are diverted to another employees number (one agreed upon with your General Manager) so that all callers are still able to contact the organisation whilst the Employee is on leave.

7. Disciplinary action

7.1 Should the employee send and receive emails from his/her cell phone and/or access the internet therewith, the terms and conditions set out in the company's Internet and Email Policy shall be applicable to the use of the cell phone.

7.2 The company reserves the right to take disciplinary action against the employee in the event of any contravention of this policy. Such action shall be in terms of the company's disciplinary code.

It is the employee's responsibility to contact management should he / she have any queries.