



8-2022
To be Acted
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Employee Mobile Phone Policy

Policy brief & purpose

Our employee Mobile policy outlines our guidelines for using Mobiles at work and Defines the Mobile call package for each category

We recognize that smartphones especially have become an integral part of everyday business life. They may be a great asset if used correctly (Business calls, calendars, etc.)

But mobiles may also cause problems when used imprudently or excessively.

Scope

This policy applies to all our employees.

Policy elements

- Despite their benefits, Mobiles may cause problems in the workplace. Employees who use their Mobiles excessively may:
- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use 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.

Our company expects employees to use their mobiles prudently during working hours.

We advise our employees to:

- Use company mobile lines for business purposes only
- Surf the internet, text, and talk on the mobile only for a few minutes per day.
- Use default ringtone.
- Volume maximum 2 degrees up

We won't allow employees to:

- Play games on smartphones during working hours.
- Use their phones for any reason while driving a company vehicle.
- Use their mobile camera to record confidential information.
- Use their mobile Microphone to record calls.
- Speak on their phones within earshot of colleagues' working space during working hours.
- Download or upload inappropriate, illegal, or obscene material using a corporate internet connection.

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

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.

Mobile Allowances: we Classified mobile allowances taking into consideration two factors, employees' grades, and the job Requirement

Sr.	Grade	Grade	Departments' Criteria	Mobile Allowance
1	Director	GM	All	400
		D		400
2	Senior Manager	SM	Sales	400
			After-sales	
			Collection	
3	Middle Manager	MM	Sales	400
			After-sales	
			Collection	
4	Junior Manager	JM	Sales	400
			After-sales	
			Collection	
			IT	
			Others	200
5	Section Head / Supervisor	SH/S UP	Sales	200
			After-sales	
			Collection	
			Legal	
			Purchasing	
			Regulatory/Logistics	
			Warehouse & Quality	
			IT	
			Others	150

6	Senior	S	Sales	200
			HR	
			After-sales	
			Collection/Branch officer	
			Purchasing	
			Regulatory/Logistics	
			Warehouse & Quality	150
			Others	100
7	Junior	J	Sales	200
			After-sales	
			Collection/Branch officer	
			Regulatory/Logistics	150
			HR	
			Others	100
8	Service	BC	Security & WH	85
			House Keeping	65

Human Resources Department

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