

## **COMPANY CELL PHONE POLICY**

Neoinfinit Multicons Pvt Ltd issues or reimburses individual cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience in the business world, we require that our employees follow the guidelines listed below for their own and others' safety.

### **Scope**

All employees are required to be professional and conscientious at all times when using company phones.

### **Issuance of Cellular Phone**

- It is Neoinfinit Multicons Pvt Ltd policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes.
- Cellular phone bills are reviewed when they arrive, and any employee who exceeds their contracted allowed minutes is subject to additional usage review.
- Neoinfinit Multicons Pvt Ltd has a zero-tolerance policy regarding using a cell phone while driving. For the safety of our employees and others, it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.

## **Cell Phone Use Guidelines:**

The following are Neoinfinit Multicons Pvt Ltd's basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk or when they distract from work tasks:

- Never use a cell phone while driving.
- Never use a cell phone while operating equipment.
- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks.
- Avoid using personal cell phones for work tasks.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize that cell phones can be great tools for our employees.

We encourage employees to use cell phones when:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing inappropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

**Disciplinary Action:**

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.

Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

**Neoinfinit Multicons Pvt Ltd reserves the right to amend or alter the terms of this policy.**