



YBE(2) PTY LTD

DOCFRM001 – Mobile Device & Usage Policy

1. Purpose

- 1.1 The purpose of this Policy is to provide employees of YBE (2) Pty Ltd ('YBE') with guidelines regarding the appropriate use of their YBE supplied mobile device and private mobile devices used during the course of performing duties in YBE's business.

2. Commencement of Policy

- 2.1 This Policy will commence on and from 12/09/2016. It replaces all other policies or arrangements governing the usage of mobile devices (whether written or not).

3. Application of this Policy

- 3.1 This Policy applies to all employees of YBE.
- 3.2 This policy does not form part of an employee's contract of employment.

4. Eligibility

- 4.1 An employee may be eligible to have a mobile device if, in the view of YBE, it is deemed necessary for the appropriate performance of their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.
- 4.2 Alternatively, YBE may reimburse an employee for the cost of business related phone calls made from their personal mobile device in circumstances where the employee is not provided with a YBE mobile device.

5. Use

- 5.1 The mobile device is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact YBE and its customers.
- 5.2 Employees must not use the mobile device while operating a motor vehicle unless a 'Hands-free Car Kit' is installed in an employee's vehicle.
- 5.3 Employees who have been provided with a mobile device with email and internet access must comply with YBE's policies dealing with email and internet access where relevant.

6. Private use

- 6.1 A YBE mobile device is provided predominantly for work purposes. Therefore, private usage of the mobile device should be kept to a minimum.
- 6.2 If YBE believes an employee is using a YBE mobile device irresponsibly or unreasonably, then the employee may have the phone removed or be requested to reimburse YBE for excessive personal calls.

6.3 In those circumstances, the employee's phone use will continue to be closely monitored until a more reasonable proportion of business versus private use is achieved.

6.4 An employee must not use the device in any way that may damage the legitimate interests of YBE's business and employment relationships.

7. Use of mobile devices in the office

7.1 In circumstances where a fixed telephone is available to make outgoing calls then use of the mobile device for that purpose is discouraged.

7.2 Private mobile devices must be on silent and should only be answered in cases of emergency or during designated work breaks.

8. Voicemail

8.1 An employee must activate the voicemail set up on their phone supplied by YBE so that calls divert to voicemail when unanswered or busy. Missed calls should be returned in a timely manner (i.e. within 2 hours) and employees should ensure they clear their voicemail regularly. Voicemail set up on YBE mobile device should say 'Hello, this is (name), (title) of YBE. I am unable to take your call right now so please leave your name, number and a short message and I will return your call shortly'. This message should be modified if an employee is on leave.

9. Mobile devices in meetings

9.1 It is common courtesy to switch mobile devices off or on silent before entering a meeting.

9.2 YBE understands that extenuating circumstances may exist that require employees to leave the mobile device switched on during meetings. If this is the case, then employees should politely inform the other attendees prior to the commencement of the meeting that they may be expecting a call and so their mobile device will be left on during the meeting.

10. Diverting fixed telephone when out of office

10.1 If an employee is out of the office, the employee should divert calls coming in via their fixed telephone to their YBE mobile device.

11. Lost, stolen or damaged YBE phones

11.1 YBE expects all employees who have been allocated mobile devices to take the utmost care and responsibility for them.

11.2 If a phone is lost, stolen or damaged, it should be reported to the Business Manager as soon as that event occurs.

11.3 However, employees may be held responsible for covering the cost of a replacement device when a YBE issued mobile device assigned to an employee is lost, stolen or damaged within a two-year period

11.4 On termination of employment or otherwise at the request of YBE, an employee who has been issued with a YBE mobile device must return the phone to the Business

Manager. Any battery chargers or other accessories supplied by YBE for use with the mobile device must also be returned.

- 11.5 Mobile Devices should be reset to original settings and generic passwords

12. Work health and safety

- 12.1 The use of mobile devices in certain parts of the workplace and in vehicles can create unsafe situations or potentially unsafe situations.
- 12.2 It is illegal in all Australian states and territories to use a hand-held mobile device while operating a vehicle. This includes, but is not limited to, talking, texting or using any other function of a mobile device whilst the vehicle is operating.

13. Use of employee mobile device for business purpose

- 13.1 With the agreement of YBE, an employee may use his or her own mobile device in connection with YBE's business according to the terms agreed with YBE.
- 13.2 When this occurs, YBE will pay the cost of those calls on the completion of an 'expenses claim form' by the employee. The form must be submitted with copies of mobile device invoices for the relevant period, identifying those calls that are work related.
- 13.3 When using his or her own mobile device for YBE business, an employee must not use the device in any way that may damage the legitimate interests of the business.
- 13.4 If an employee is permitted to use his or her own mobile device for YBE business, then YBE may require the employee to produce any records arising out of or in connection with work related use, including for the purposes of justifying any claim for reimbursement.

14. Use and disclosure of records

- 14.1 YBE may use and/or disclose any records arising out of or in connection with the use of a YBE mobile device or work related use of an employee's own mobile device, including where that use or disclosure is:
- (a) for a purpose related to the employment of any employee or related to YBE's business activities; or
 - (b) use or disclosure to a law enforcement agency in connection with an offence; or
 - (c) use or disclosure in connection with legal proceedings; or
 - (d) use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any Person or substantial damage to property.

15. Expense Limitations

Some financial expenses of YBE issued mobile device will be the responsibility of YBE, however; the employee will be responsible for some portions of their monthly mobile expense.

- 15.1 Rate Plans, Equipment & Accessories

YBE will be assigning each line of service to a sharing plan. This will provide a bucket of minutes to be shared amongst all employees that are assigned a YBE issued mobile device. General rate plans and equipment fees will be absorbed by YBE but if any costs exceed the rate plan, the employee may be liable for difference.

Each mobile device will be issued a compatible life-proof case, hands-free headset (Ear Bud or Bluetooth) and charger. Should an employee wish to purchase any additional accessories, they can do so by going to their local retail carrier store to purchase at the employee's own expense.

15.2 Device Upgrades

Some YBE issued mobile devices are ordered under a 2-year contract. It is the responsibility of the employee to maintain the health of the device during the 2-year contract. If during the 2 years of the contract the device is not functioning at 100% and it is determined the device needs to be replaced, the employee will be provided a "Warranty Replacement" device. If after the 2nd year of the contract the device is not functioning at 100% and it is determined that the device needs to be replaced, YBE will replace the device and the financial responsibility of that expense will be YBE's.

Any expense passed on to the employee will be recovered through a payroll deduction.

15.3 Features & Usage Charges

YBE will not be financially responsible for any features or usage charges (International Messaging, 3rd Party Downloads, GPS, Long Distance, Roaming, etc.). All fees associated with, but not limited to the above mentioned, will be the financial responsibility of employee and recovered through a payroll deduction.

Detailed billing will be provided monthly to any employee who makes the request.

15.4 Taking and storing inappropriate photographs/images is prohibited pursuant to YBE's use of Internet and E-mail policy. Employees are responsible for familiarizing themselves with and following any additional department-specific restrictions that may apply.

16. Enforcement

16.1 Employees must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment.

16.2 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension from using a mobile device for YBE's business whether permanently or on a temporary basis.

Variations

YBE reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

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