

## E 110 - COMPANY ISSUED PHONES/TABLETS

All Company issued phones are for company use only.

Data, texting and direct connect is prohibited unless approved by the Controller or President.

If a company phone is lost or broken by the employee the following charges will apply:

\$100.00 charge for non-smart phones

\$250.00 charge for smart phones/tablets

The amount will be deducted as a payroll deduction.

If an employee is using their own personal cell phone for work purposes, the company will reimburse \$25.00 monthly paid on the last payroll period of each month provided a copy of the 1<sup>st</sup> page on the bill has been submitted to the Payroll Department in a timely manner.

Any other arrangements must be approved by the Controller or President.