TEG PRVATE MOBILE PHONE POLICY
Updated as of February 2024

Purpose

Private Mobile Phone (BYOD) for Work Related Business

- Where a mobile phone is required as part of your role at TEG and a mobile handset or plan is not provided for, an amount can be claimed for business related phone calls, data, and texts.

- Determination of whether you can claim calls is required and ability to claim must be submitted and approved in writing by an SLT member.

- All claims for personal mobile phone costs, and their reasonableness, are at the discretion of line managers, however bills more than $75 will require sign-off by the Chief Financial Officer along with justification surrounding the spending.

- As mobile phone providers often change their offerings employees should regularly review their phone requirements and ensure they are getting a competitive package.

Scope

- This policy applies to the use of personally owned mobiles / phone plans used by staff of TEG where a TEG phone/plan has not been provided.

Policy Statement

Private Mobile Phone (BYOD) for Work Related Business

Where a mobile phone is required as part of your role at TEG and a mobile handset or plan is not provided for, an amount can be claimed for business related phone calls, data, and texts.

The Procedures under this Policy set rules for and explain:

- Introduction
- Responsibility of Users
- Payment Calculation
- Cost Approval
- Conclusion of Employment
- Privacy and Surveillance

Policy Owner and Effective Date

Chief Financial Officer
Effective Date: 1 February 2017
Review Date: 1 February 2025

TEG PRVATE MOBILE PHONE POLICY
Updated as of February 2024

TEG Acceptable Usage if Corporate & Private Mobile Phone Policy

1. Procedure - Acceptable Use of Company Mobile Phone and Telephony Resources
The Company provides mobile phones and converged devices to nominated staff to facilitate business communications. Where a mobile phone is required as part of your role at TEG and a mobile handset or plan is not provided for, an amount can be claimed for business related phone calls, data, and texts.

This procedure provides the terms and conditions governing the appropriate calculations of claimed work related costs associated with using a private mobile phone.

a) Responsibility of Users
Whilst the staff member has provided their own phone/plan, is responsible for the proper use, care and maintenance of corporate mobile phones and must:

- not use mobile phones whilst driving unless secured in a commercially designed holder fixed to the vehicle OR not touch any part of the phone whilst driving.
- pay any fine incurred when using a mobile phone whilst driving.

b) Payment Calculation
All mobile phone expense claims must be accompanied by itemised billing.

The below calculations should be used for all mobile phone expense claims:

If the monthly fixed contract amount is not exceeded:
The employee is required to calculate the business calls as a % of the total call costs. The % of business calls should then be applied to the total bill costs.

Example: An employee has a $49 contract which includes $150 worth of free calls, and their monthly bill is $49. When the employee itemises their bill, they calculate that 25% of their calls are business related. The employee can claim 25% of their $49 contract cap in their expense claim, which totals $12.25.

If the monthly fixed contract amount is exceeded:
If an employee' has exceeded their contract cap the employee is required to itemise all business-related calls.
I) If the cap is exceeded due to personal calls the employee can claim the portion of the monthly fixed contract that relates to business calls only.

Example: An employee has a $49 contract which includes $75 worth of free calls, and their monthly bill is $100. The employee calculates that 15% ($15) of their calls are business related and 85% ($85) personal before the contract inclusive calls are applied. The employee exceeded their free call allowance with personal calls so are entitled to claim 15% of the monthly fixed contract amount only. The claim will be for 15% x $49 = $7.35

II) If the cap is exceeded due to business calls the employee can claim an allocation of their monthly fixed contract amount and a proportion of the additional call costs.

Example: An employee has a $49 contract which includes $75 worth of free calls, and their monthly bill is $150. The employee reviews their calls and 50% are business related and 50% personal. The employee can therefore claim 50% of their monthly fixed contract amount ($49x50% =$24.50) plus 50% of the additional call costs ($101 x 50%=$50.50), bringing the total claim to $75.

c) Cost Approval

If an employee intends to claim their mobile phone usage for work purposes, they must seek approval from a member of the SLT prior to presenting the company with a bill or expense claim.
If approved, an itemized bill should be provided to the department manager for approval monthly.

d) Conclusion of Employment

After employment, it is expected that all TEG owned IP (inclusive of email) will be removed from any user's personal phone.

e) Privacy and Surveillance

There are situations in which duly authorized ICT Solutions staff may be required to intervene in user accounts, suspend user access or disconnect computers from the network during maintaining the Company's IT Resources such as repairing, upgrading, or restoring file servers or personal computer systems.

Users should be aware that ICT Solutions staff may from time to time become aware of the contents of user's phones in the normal course of their work, and they are bound to keep this information confidential.

The Company does not generally monitor email, personal web sites, files and data stored on Company computers or traversing the Company network. However, the Company reserves the right to access and monitor all activity on the Company provided ICT network including email, websites, server logs and electronic files and any computer or electronic device connected to the TEG Company network including personally owned equipment, should it determine that there is reason to do so. Such reason would include, but not be limited to, suspected, or reported breaches of this Acceptable Use policy, or breach of any Statutes, Regulations or policies of the Company, or suspected breaches of the law.

The Company also reserves the right to access and monitor the activity of employees using third party services that have been engaged by the Company. The use of third party products and services engaged by the Company is also subject to the privacy and other terms and conditions of that service.

The Company may keep a record of any monitoring or investigations.