

Mr Carpet Ltd (MRC) MOBILE PHONE POLICY AND CONDITIONS

MRC expects all employees, who have been allocated mobile phones, to take the utmost care and responsibility for them. If a phone is lost or stolen, it should be reported immediately to Head Office (HO). Any damage or theft/loss of the phone should be reported immediately. The phone must be PIN code protected and kept locked at all times to minimise security risks, particularly if the phone is stolen.

If a phone is broken or faulty, then the handset should be returned to HO. A temporary phone may be issued until repair can be effected or replaced. Depending on the circumstances in which the phone was lost or broken, MRC will be responsible for replacing the phone. However if carelessness on the part of the employee can be shown as the cause of the loss, the employee may be required to meet the replacement cost.

On termination of employment, the employee must return the phone to HO. Any accessories supplied by MRC for use with the mobile phone must also be returned. Mobile telephones issued to an individual must not be passed to any other employee without the authorization of HO.

CONDITIONS OF USE

MRC mobile phones must be on at all times during business/shop or call out hours. However, if an employee would be expected to be contactable via mobile phone, rather than a regular fixed telephone in the office, then the mobile should be kept on, even when in the office.

In accordance with legislation, you may not use hand held mobile phones or similar device(s) whilst operating machinery or driving unless your car is fitted with suitable hands-free equipment that allows you to make and receive calls in accordance with legal requirements

Calls from a mobile to a landline must be kept to a minimum; since the package deal we have arranged for the mobiles includes a fixed number of free minutes to other mobiles, any calls to mobile numbers (especially fitters) should be made by use of the mobile.

Mobile phones should be switched off during meetings, training courses etc. other than in very exceptional circumstances where it is necessary to take an urgent call. In these circumstances it is courteous to alert colleagues to the fact that an urgent call is expected and where possible, the phone should be kept on 'silent'.

Confidential information must not be discussed in open areas or inappropriate locations. Many departments/buildings eg. hospitals, have local rules regarding the use of mobile phones and these must always be respected. Discretion should be used at all times.

MRC mobile phones must not "be used inappropriately ", neither for voice calls nor internet access.

Personal Calls

It is not the Company's intention to be draconian about restricting the number/length of private calls made with this mobile. However, the situation will be monitored and in the event of any excessive/unreasonable use, MRC reserves the right to seek re-imburement.

MOBILE PHONE AGREEMENT

I have received one (1) mobile telephone and understand that it has been issued under the following conditions:

The telephone is the property of Mr Carpet Ltd. Upon termination of my employment with Mr Carpet Ltd, or upon verbal or written request from the Managing Director, I will immediately return the telephone to the Company.

I understand that I increase the potential of harm to myself and others if I choose to use my mobile phone while driving my vehicle. Furthermore, I understand that all costs for damages to myself and others related to the use of my cellular phone while driving will be my full responsibility.

The telephone is for my use and for business related calls only. I will keep the telephone under my direct control at all times. I will immediately notify the Company if the telephone is lost or stolen. *I agree to reimburse Mr Carpet for the replacement cost of the lost or stolen telephone.*

I have verified that the telephone number has been correctly recorded below. I understand that my responsibility is to read the phone user's guide book and take note of the operational hazards associated with the use of the phone.

(Signature) (Date)

IMEI: _____

SIM: _____

Name: _____

Phone make and description: _____

Telephone number: _____