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## MOBILE PHONE POLICY

### PURPOSE

(the “Company”) requires some employees (“Eligible Employees”) to be contactable by telephone whilst absent from their designated work office and/or after normal business hours. The Company intends to either provide a mobile phone and call with data plan to Eligible Employees or to reimburse Eligible Employees for the Company’s use of privately-owned mobile phones. This policy sets out the rules for company-owned and privately-owned mobile phones that are used in the course of an Eligible Employee’s employment.

### PROCEDURE

#### I. Company-Owned Mobile Phones

The Company may, at the discretion of the CEO, provide a mobile phone with call and data plan to an Eligible Employee. In this instance, the Company will pay for the cost of the mobile phone and the monthly costs for calls and data on a plan that is relevant to the expected usage requirement of the Eligible Employee. The expected usage requirement will be considered by the Company when agreeing to a plan with a service provider. The Company will select the plan and the service provider at its absolute discretion.

Eligible Employees are entitled to use the company-owned mobile phone for private calls and personal emails, however the Eligible Employee is responsible for any charges for excess calls and data usage in addition to the agreed monthly plan fee.

As with all company property, the mobile phone must be returned in good working order when the employees employment with ends. If the phone is damaged whilst under the employee’s use it will be repaired at the cost of the employee or in circumstances where the phone has insurance the employee will be responsible for the excess.

#### II. Privately-Owned Mobile Phones

Alternatively, the Company may, at the discretion of the CEO, provide a Mobile Phone Allowance (MPA) to an Eligible Employee. In this instance, the Eligible Employee will pay for the cost of the mobile phone and the monthly costs for calls and data and the Company will pay an MPA in addition to an Eligible Employee’s normal monthly salary as a contribution to the Eligible Employee’s own costs of providing the mobile phone and the monthly plan. The MPA will be a fixed monthly payment that is paid to the Eligible Employee at the same time as the monthly salaries are paid and will be agreed with the Eligible Employee, normally at the commencement of each financial year when agreeing the annual salaries with all employees. The MPA does not constitute an increase in salary and will not be included in the calculation of percentage increases when salary increases and bonuses are negotiated or determined.

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The following schedule outlines the mobile phone allowance for each employee level:

Employee Level	Allowance
Level 1 and 2	Submit and justify business-related mobile call expenses for reimbursement each month
Level 2 (Property Managers only)	Submit and justify business-related mobile call and data expenses for reimbursement each month (capped at \$50 per month)
Level 3	\$600 annually, paid as \$50 per month
Level 4	\$1,200 annually, paid as \$100 per month
Level 5 & 6	Negotiated as per agreement

Unless approved by the CEO, no further reimbursement for mobile phone costs is available to an Eligible Employee who receives an MPA.

An Eligible Employee who receives an MPA must continuously maintain an active mobile phone plan as long as the MPA is in place. The Eligible Employee who receives an MPA may choose the mobile phone service provider and plan at their own discretion, however the plan must be adequate to exceed the expected usage requirement of the Eligible Employee - normally determined by the MPA classification. The Eligible Employee must provide the Company with the current mobile phone number and email address linked to the plan and must immediately notify the Company if the mobile phone number or email address changes. Employees receiving an MPA are expected to carry the mobile phone on their person whilst at work or on duty and during reasonable after-hours times.

Because the Eligible Employee who receives an MPA owns the mobile phone personally, and the MPA is taxable income, the employee may use the phone for both business and personal purposes at the discretion of the Eligible Employee. The Eligible Employee will bear the costs of any fees associated with a change or cancellation of the plan. For example, if an Eligible Employee resigns and no longer wants to retain the current mobile phone contract for personal purposes, any cancellation charges will be the responsibility of the Eligible Employee.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the MPA and possible disciplinary action.

An Eligible Employee using a company-owned mobile phone or an Eligible Employee using privately-owned mobile phone and receiving an MPA expressly indemnifies the Company for all private use of that mobile phone.

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## **AGREEMENT**

I, ....., have read the above conditions for the use of my personal mobile phone and agree to abide by this policy.

Signed (Employee):

Date:.....

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Authorised (CEO/Manager):

Date:.....

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