

611 COMPANY ISSUED CELL PHONE POLICY

Cell phone device and service is provided as a corporate benefit to improve and enhance communications, operating effectiveness, and accessibility to each other and to our clients. **Even if you have paid a portion toward the upgrade of your device, phones remain the property of the Company.** To enroll your corporate mobile phone in the unlimited plan or to add your personal Apple Watch, please contact your supervisor.

The standard mobile plan details are:

- All corporate issued cell phones are Apple iPhones
- Unlimited text messaging
- Unlimited domestic calls
- Limit of 2GB/month of cellular data
- Overage charges may be subject to employee reimbursement

The unlimited mobile plan details are:

- All of the standard plan details, excluding the limit of 2GB data
- Unlimited premium 4G LTE data
- Unlimited mobile hotspot

Note: Verizon offers several tools to help employees manage cellular data usage. Employees are encouraged to use Wi-Fi whenever possible.

- The “My Verizon” app can be downloaded and will show the following information:
 - Days left in the usage cycle
 - Data used thus far in the usage cycle
- The user can control which phone apps utilize cell phone data by going to the iPhone “Settings” menu, then selecting “Cellular”. From this menu, the user can turn on/off apps that use cellular data, as well as view a running total of cellular usage for each app.

APPLE WATCH

Linking your personal Apple Watch, with cellular capability, to your company cell phone is permitted. However, you must enroll in the unlimited plan and pay for the additional watch cellular charges.

ELIGIBILITY AND ACQUISITION

Cell phones will be issued to:

- All executives, directors, crewmembers, and maintenance staff.
- Support staff as approved by the President, Chief Operating Officer or Chief Financial Officer. This will generally be limited to support staff employees who may need to be contacted 24 hours a day, 7 days a week for business continuity, disaster recovery, or emergency reasons.

All cell phones must be requested through the Accounting Department. The standard company cell phone is determined by the Chief Financial Officer depending on the current selection available from Verizon and is subject to change.

When an employee's phone is eligible for upgrade, the employee will be notified and given the option of upgrading beyond the standard offering by paying the difference in cost. **Even if you have paid a portion toward the upgrade of your device, phones remain the property of the Company.**

INTERNATIONAL TRAVEL AND MINUTES

The Company utilizes Verizon's TravelPass for business-related travel outside of the United States. Upon landing at an international destination, the device will attempt to access the local network.

- The first time an employee travels outside the United States with their company phone, he/she will receive a text from Verizon asking to use "Talk/Text/Data plan allowances?"
- To activate, the employee should reply "Yes".
- The international plan will be activated as accessed during the trip and for all future international travel.
- TravelPass charges are based upon the country in which incurred, in 24-hour sessions.
- Employees must limit data and talk usage to necessary communication.
- Employees must use Wi-Fi whenever possible.
- International minutes to or from another country are not part of our corporate plan and may incur additional charges.
- If an employee is concerned that TravelPass has not been activated, he/she should text TRAVEL to 4004 to enroll in the TravelPass program. The employee may also call the Verizon International Support line at 908.559.4899.

Use of company cell phone during "personal" international travel is acceptable. In general, the employee is responsible for reimbursement of all charges associated with international service for non-business travel.

DAMAGED, LOST OR STOLEN PHONES

The mobile device and all data contained on the device are the responsibility of the employee. If the device becomes damaged, it is the employee's responsibility to report the incident to the IT Manager. If proper avenues of mitigation have been followed, the company will pay for repairs or provide a replacement, which may be a previously used device. The company reserves the right to determine proper avenues of mitigation and deny reimbursement for continued maintenance issues.

If your device is lost or stolen, please notify the IT Manager immediately to avoid exposure of confidential or proprietary information. All phone replacements should be requested and coordinated through the Accounting Department.

GENERAL AND PERSONAL USAGE

The Company permits personal usage of the mobile device (international usage is outlined above) but does not assume any responsibility for personal data or usage of the device by the employee. Personal data, including but not limited to pictures, music and applications, are allowed but are not the responsibility of the company in the event of a loss of data or content.

Employees are responsible for using their mobile device in a way that is consistent with Section 609, Electronic Assets Usage, which details computer, internet and electronic communications. Questions or comments about that policy should be referred to the Director of Human Resources.

All cell phone holders are expected to utilize good business judgment in the day-to-day use of their phone, including utilization of Wi-Fi whenever available. In general, the employee is responsible for payment of all personal items and their usage on the mobile device, including but not limited to:

- Cost of downloads or uploads (e.g., pictures, music, ringtones, video mail, picture mail, etc.)
- iTunes, App Store, Marketplace and games
- Excessive directory assistance calls
- International service fees, including TravelPass, for non-business travel
- Data overage charges

SAFETY

Cell phones should not be used while driving unless a headset is used. Additionally, employees are expected to comply with state or local regulations concerning cell phone usage while driving.

PRIVACY

Cell phone bills are reviewed monthly and are not private.

SERVICES

The Company pays the monthly service charges for the account. Charges in excess of the standard mobile plan may be charged back to the employee.

MONTHLY STATEMENT AND PAYMENT

Monthly cell phone statements are reviewed by the Accounting Department for accuracy and reasonableness. Users may be required to verify certain charges or reimburse the company for atypical, non-company related items or data overages as determined from time to time by the Chief Financial Officer after review and discussion with the user.

TERMINATION AND PORTABILITY

An employee may choose to transfer his/her phone line out of the corporate account upon termination; however, the employee may be required to pay any early termination and/or other fees associated with transferring their line to a personal account. The employee should contact the Accounting Department for authorization to release the line. The employee will be responsible to transfer the number.

Cell phones and accessories, even if partially paid by the employee, are the property of the Company. If an employee leaves the company, the cell phone and accessories are to be returned to your supervisor with all passcodes cleared and signed off from iCloud. The employee may choose to purchase their company phone at the discretion of the company. Value is determined by the Accounting Department.