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## Mobile Phone Policy Statement

Stone Applications UK Ltd. are responsible employers and we take our obligations to our employees very seriously. Therefore, we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Mobile phones are used by Stone Applications employees for internal and external communication. For the purpose of this policy, mobile phones are understood to include any device that makes or receives phone calls, leaves messages, send text messages, surfs the internet, or downloads and allows for the reading of and responding to emails, whether the device is company supplied or personally owned.

### Procedure:

1. Access to Company supplied mobile phones:
  - 1.1 Mobile phones are provided to all employees deemed to require them based on demonstrated need and job function or to enhance company efficiency and provide safety and/or security. This includes but is not limited to management.
2. Use of Company supplied mobile phones:
  - 2.1 Stone Application supplied mobile phones are to be used to support company business.
  - 2.2 Employees may use supplied mobile phones to communicate with others inside and outside of the company when such communications are related to legitimate company activities and are within their job assignments or responsibilities.
  - 2.3 All communications using supplied mobile phones – verbal, written or other – must meet professional standards of conduct.
  - 2.4 Employees may use supplied mobile phone for any legitimate safety, security or emergency purposes.
  - 2.5 Employees shall not use the supplied mobile phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the company.
3. Use of personal mobile phones:
  - 3.1 The use of personal mobile phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention. As with any personal matter, employees are to use lunch breaks for these purposes.
  - 3.2 The use of personal mobile phones for business purposes should be limited to necessity. Costs incurred for unavoidable employment related calls will not be reimbursed.

This policy has been approved & authorized by:

Signed



Name : Ajay Samad  
Position : Managing Director  
Date : 01.05.2019