

**THE LOCAL CHOICE PHARMACY TELEPHONE, CELL PHONE AND 3G POLICIES AND PROCEDURES
COMPANY TELEPHONE USAGE INTRODUCTION:**

The use of Company assets are considered a valuable privilege to the employee and should this privilege be abused in any way disciplinary action will be taken against the employee and the privilege may be withdrawn.

TELEPHONE USAGE:

All employees whom have access to a landline telephone with pin code will be allowed to make business related phone calls only. Employee's may not use Company telephone systems for personal correspondence, or other personal activities, such as soliciting for commercial ventures, political or religious causes, or other outside organizations.

MONITORING:

It is thus clear that no private phone calls will be allowed and the Company reserves the right to peruse on a monthly basis an employee's telephone usage. This telephone usage may be investigated should there be any suspicion of a violation of the Company rules. This investigation may be for the purposes of training, quality control or habitual monitoring. Such monitoring would include the recording of telephone numbers dialled by employees. Should an employee use a co-employee's pin code with or without prior permission, this will be deemed as a fraudulent offence, which might lead to strict disciplinary action.

DISCLOSURE NOTICE:

The Local Choice Pharmacy is billed monthly for telephone services, which include line charges and toll usage. A statement detailing the calls made from each telephone is printed monthly and distributed to each user to determine that the billing is correct and that the telephone calls relate strictly to official business. The original monthly bill is retained in the Telecommunications office per audit requirements. Calls appearing on billing statements may be reviewed by the Company and/ or department head to assess telephone usage. Therefore, the privacy of telephone numbers cannot be guaranteed; all numbers dialled from Company telephones may be printed on the call detail statement. As per the Company policy, telephones in Company offices are to be used for business purposes only. Personal long distance calls is strictly forbidden and may never be charged to a Company telephone. Any breach of the above rules and regulations made lead to strict disciplinary action against the employee. Notwithstanding the aforesaid disciplinary action, the Company also reserves the right to deduct the cost of personal phone calls from the employee's monthly salary.

CELL PHONE USAGE SPECIFICALLY PERTAINING TO ALL THE LOCAL CHOICE PHARMACY BRANCHES:

No employee will be allowed to use a cell phone on the floor during normal working hours. Only certain senior personal will be allowed cell phone usage at management's discussion. Only in exceptional circumstances and/ or under management's discession will it be allowed for an employee to make use of his/ her cell phone during working hours. In exceptional circumstances and should this privilege be granted, it may only be granted on a temporary basis, and no expectation

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will be created that the employee may indefinitely make use of a cell phone during working hours nor will any expectation towards any co-employee be created that they are also allowed to use their cell phone during normal working hours. Should the aforesaid privilege be granted; no employee will be allowed to charge their phone using a USB cable or connection to a PC or laptop; as this may cause unwanted viruses to be downloaded.

COMPANY CELL PHONES AND/ OR 3G DEVICES: TAX LIABILITY RELATING TO COMPANY CELL PHONES OR 3G DEVICES:

- Any use of a company asset is viewed by the Receiver of Revenue as a taxable perk in the hands of the employee and is taxable.
- Employees are hereby warned that they remain liable for perks tax and may be called upon to pay any tax due that has not been paid.

UPGRADES OF COMPANY CELL PHONES OR 3G DEVICES:

- Any contract renewal will be at the discretion of The Local Choice Pharmacy directors and no employee may enter into a contract with any cell phone or services provider on behalf of the Company.
- All contract renewals are done by The Local Choice Pharmacy Head Office (Operations Director).
- Employees will not automatically receive a new device in the event of an upgrade the device may be issued to another employee.
- Upon receipt of an upgrade device the employee shall hand back their old device with all its accessories (all information stored on the device must be transferred to storage media for transfer to the new device).

GENERAL:

- The Local Choice Pharmacy is not responsible for any loss of the asset .The cell phone or 3G card which is in the care and control of the employee will be the employee's responsibility in the event of a loss through negligence or theft. Under exceptional circumstances, and at the discretion of the directors of The Local Choice Pharmacy, the phone or 3G device may be replaced at the company's expense.
- The employee who has lost or damaged a phone or 3G devices, through negligence or other cause will at their own cost replace the device in order to carry out their duties without any disruption.
- The Local Choice Pharmacy does not insure cell phones or 3G devices and the phone is the employee's responsibility while in their care.

Employees who are reckless or do not look after the company asset in the correct prescribed manner may have the privilege revoked.

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- Private use is for the account of the employee and the employee remains liable for the cost of private usage.
- Employees may not transfer air time paid for by the company to any other phone or device.
- This agreement shall be kept in the employee's personal file. The employee hereby agrees that any personal use or use beyond the agreed monthly contract value shall be deducted from their salary at the end of each month.
- The employee shall not allow any unauthorised person to use the company cell phone.
- The employee shall take care of the cell phone / 3G Devices & Sim Card and store it securely at all times.
- The employer shall not be responsible for any loss of personal data stored on the phone.
- The employee shall hand over the phone, Sim card, 3G Device, charger and other accessories to the employer upon request by the employer or upon termination of employment.
- If the phone is lost or damaged beyond repair while under the control and use of the employee, the employee shall be responsible for replacing the cell phone at his /her own cost – (no new contracts will be entered into for the purpose of replacing a lost or stolen device)
- Cell phone and 3 G devices will be repaired under manufacturers / providers guarantee or warranty until such warranties or guarantees expire, thereafter any repair due to the negligence of the employee shall be done at the employee's expense.
- The employee may take out insurance on the phone at his her own cost.
- The employee remains liable for perks tax as prescribed by SARS.
- The employee may not surf any unauthorized or undesirable web sites; including but not limited to content that is sexually explicit; religiously offensive; discriminatory and/ or racist related.
- Employees are expected to back up data on a regular basis and store such data in a safe place - in case of loss of the device.
- Internet Usage – the employer hereby agrees that he/ she shall not abuse any internet usage and all excessive or non-business internet usage will be for their account and disciplinary action may be taken for such abuse.
- The cell phone or 3G card / Modem supplied by the company are for company business usage.
- I have read the above policy and do hereby agree to the terms and conditions of this policy.
- I furthermore hereby authorize the employer to deduct from any funds due to me be it salary or other, the replacement value of any cell phone or device not handed back to the company in good

condition at the time of termination of my employment and also if I have lost or damaged the company assets that were in my care.

Employee Name: _____ Date: _____

Phone Details: Make _____ Model _____

Serial Number: _____ Sim Card Number: _____

3G Device Serial Number: _____

Monthly contact Value / Package: _____

Phone Accessories Received by Employee: _____

Accessories Received: _____

Signed: (For Employee) _____ Date: _____

Signed: (For Employer) _____ Date: _____

Acknowledgement of receipt Name and Signature:

