



## **ZGlobal Cellular Phone Policy & Reimbursements**

### **Cellular Phone Policy**

Employees in certain positions are issued company cellular telephones or PDAs so they may maintain contact with clients and co-workers when they are out of the office on business.

Company cellular telephones are for business purposes. Although the occasional use of your company cellular telephone for personal calls may be necessary, incoming and outgoing personal calls should be kept to a minimum.

Employees are expected to demonstrate proper care of their cellular telephones or PDAs. If you lose, break or damage your company cellular telephone or PDA, report it to Jennifer Ofiana. All cellular telephones or PDAs issued by the company must be returned upon leaving our company or upon transferring to a position that does not require a company cellular telephone or PDA. A violation of this policy may result in disciplinary action.

The company is committed to ending the epidemic of distracted driving. While driving on company time, employees may not use a hand-held cell phone or PDA – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

### **Cellular Phone Reimbursement Policy**

The use of cellular telephones or PDAs is not a work requirement for most employees. Employees who are not issued a company cellular telephone will not be reimbursed for the use of their personal cellular telephones and are expected to make business calls from the office.

However, ZGlobal will reimburse up to \$35 of an employee's personal cellular phone bill if it's a requirement of the job and they have acquired management pre-approval. Once approved, employees should follow the expense report process and submit their phone bill to accounting for reimbursement.