SD Ireland COMPANIES
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CELL PHONE STIPEND AGREEMENT

Employee Name: _____Stipend Start Date*:_____

Job Title: _____Monthly Stipend Amount (flat fee): $50

Cell Number: _____ Cellular Carrier:_____

Stipend payment will be included in your second paycheck of each month.

Agreement Summary:
Employees who hold positions that include the need for a cell phone may receive a monthly cell phone stipend of $50 to compensate for business-related costs incurred when using their individually owned cell phones. The stipend will be considered a non-taxable fringe benefit to the employee. Approval will be determined by a person's job duties as it relates to cell phone use and access.

Employee Responsibilities:
Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service, equipment and assume responsibility for vendor terms and conditions. The employee is responsible for cellular plan choices, calling areas, service features, terminations clauses, and paying all charges associated with the cellular service and device.
- Agree to configure and receive weekly company short message service (SMS) also known as text messages using email-to-text, company emails, and communication from company-used third-party notification systems. Message and data rates apply.
- Select a service provider, plan, and features that meet the requirements of the job and the level of service that the stipend is intended to cover; and ensure the carrier selected has service in required usage areas.
- Maintain an active service contract for the duration of the stipend.
- Promptly report any cell phone number or plan charges, as well as if a phone is stolen or missing.
- Authorize publishing of your cell phone number throughout the company and vendors.
- Delete all SDI data from the cell phone when employment is severed.
- If you need to opt out of this agreement at any time, please contact your supervisor and the human resources department.

Employee Certification:
By signing below, I certify that I have read, understand, and agree to the cellphone stipend agreement and my responsibilities. I further certify that the above stipend will be used toward expenses that I incur for cell phone usage for business purposes. I understand that SDI is not responsible for the business use of my personal cellular device.

_____ _____
Employee Signature Date

_____ _____
Company Officer/Agent Signature Date