

## S.D. IRELAND MOBILE DEVICE AGREEMENT

### Agreement Brief and Purpose

This company's mobile device agreement sets forth the expectations about the usage of company-owned mobile devices. A mobile device includes but is not limited to computers, cell phones, and tablets.

### Agreement elements

- A company-issued mobile device is any device owned by the company but assigned to an employee to fulfill any work requirements. Employees are expected to always be professional when using company-owned mobile devices.
- When using a company issue mobile device employees agree to accept weekly short message service (SMS), email, and notifications from company utilized third-party notification systems.
- Message and data rates apply.
- If you need to opt out of this agreement, please contact your supervisor and the human resources department.

### Scope & Applicability

The mobile device agreement covers mobile devices issued by the company for official use. It applies to the exchange of messages, emails, contacting, and any other means of communication to complete the work.

This agreement applies to all employees under the organization's employment contract. Such employees include full-time employees, consultants, and other contractors. Before accepting this agreement, employees are required to sign an agreement confirming that they have agreed to abide by the agreement and have understood it.

### Eligibility for a company-owned mobile device

As per the company mobile device agreement, positions identified as needing mobile devices are eligible to receive company-owned mobile devices.

### Ownership of the company-owned mobile device

All mobile devices issued by the employer are under the ownership of the company. When the ownership rests with the company, the phone numbers are registered under the company's name, and they have control over the devices. If an employee leaves the company, the phone, phone number, and other mobiles devices are returned to the company.

### Prohibited use of company-owned mobile devices

Usage that is contrary to good practice, such as accessing inappropriate content or engaging in unauthorized activities, may be strictly prohibited. Some of the other prohibited uses include but not limited to are:

- Accessing, downloading, and sharing inappropriate or offensive material.
- Installing or using non-work-related applications, games, or entertainment platforms that are not part of the daily job responsibilities.
- Using company-issued mobile devices to engage in activities that violate laws, regulations, or company policies. For example, harassment, discrimination, etc., are prohibited.

**Security and confidentiality measures**

Implementing security and confidentiality measures for company-issued mobile devices is important to protect sensitive information and maintain integrity. Some measures to consider are:

- The employee is responsible for ensuring that the mobile device is always password or passcode protected. Setting strong passcodes or using biometric authentication to secure cell phones is recommended.
- Protecting the mobile device from being left unattended in public and from any kind of damage.
- Take care when sending personal or company information from the mobile device.
- Ensure regular data backups in the event a mobile device is lost.
- Be mindful when sending and receiving email.
- Participate in employee cybersecurity training and awareness.

**Reporting lost or stolen company-owned mobile devices**

In case a company-issued mobile device has been lost or stolen please immediately notify your reporting manager and the IT department.

**Return of company-owned mobile devices at the end of employment**

All company-issued mobile devices may be returned to the IT department along with the phone and any accessories at the end of employment with the company.

**Care and maintenance of company-owned mobile devices**

Please safeguard and protect company issued mobile from loss or damage. Keep mobile devices updated.

If you have any questions, please contact the IT Department at extension 259.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Officer/Agent Signature

\_\_\_\_\_  
Date