

Rules for the use of a company mobile phone from Loyalty Partner Polska Sp. z o. o. and Loyalty Partner Polska Sp. z o. o. sp. k, (further mentioned as: Employer)

Hardware

1. The mobile phone consists of the phone itself and the **charging device**.
2. All other devices, like the protective cover, needle to open the SIM slot or protective glass are **accessories**, which **can be available** on side of the IT department.
3. To one mobile phone one company **SIM** card will be provided.

Software and Security

4. The employer **by default** allows the usage of the phone **in Poland**. **Phone calls** to somebody in Poland and the data volume of **10 GB** per month are included without additional charge of the employee. Additional services can be requested, see on chapter costs & additional services.
5. Please create a separate **google account** for any company mobile phone and set the company mobile phone **number** as validation besides the password.
6. The Application **Intune company portal** need to be installed **mandatory**. With that application, the employee has access to the company resources. All documents for work need to be installed in that environment.
7. It is the responsibility of the employee to ensure that **no 3rd party get access** to the mobile phone.

Responsibility

8. IT department: Ricardo Steglich, Rafał Kubuj
9. HR department: Iwona Jeznach
10. Financial department: Dawid Pyzowski

Lifecycle

11. A company mobile phone will be provided to the employee **to fulfill his duty** concerning his position. In case of a trainee or employee, which is on trial period, an additional approval from HR is needed.
12. The employee needs **to treat** the device **well** to avoid physical damage. The software needs to be kept **up to date**. Keep the device **always safe**.
13. In case of **theft** or **loss** of the device, please contact **immediately** HR and IT.
14. The **Employer** is the **owner** of the mobile phone. There is the possibility to **buy** the device after the employee possesses the phone **2 years or longer** or he is working on



a **higher position** (defined by HR). The Employee need to request the purchase to the **financial department**. The device will be still in charge to fulfill his duty.

15. The Employer can **withdraw** the company owned phone **without** giving any **reason** for it.
16. In case of **termination** of employment, the Employee need to **give back** the mobile phone and SIM card to the owner. The Employee need to handover the device to the **IT department** latest on his last working day. The **employee** needs to **unassign** the **google account** and reset the phone to **factory settings**.

Costs & additional services

17. The Employee **agrees** that the Employer can **check** the upcoming costs concerning the usage of the phone using the particular **bill** of the provided telephone number.
18. The **Employee** needs to inform **IT** before an official trip, where he wants to use the SIM card **outside Poland** to fulfill his work. The request should be directed 3 days in advance by mail and need to be approved by HR and the superior of the team. Without that kind of approved request, the employee will be charged for all additional expenses. For private calls outside Poland, the employee will be charged automatically.
19. **Additional services** can be added to the SIM card (f. ex. data volume). Please get in touch with the **IT department**. Employees like managers can permanently have assigned more services to his telephone number, depending on their work.
20. In case of **malfunction** please contact **immediately** the **IT** department and **HR**.
21. As the mobile phone needs to be **repaired or replaced** due to the **employees' fault**, the Employee and Employer take **50 %** of the costs for **the first time**. For any further time, the employee gets charged to 100 %. The decision to offset the amount of money against the employee's income takes the management of the company.

Warsaw, 01.05.2021

TRANSCRIPT OF COLLECTION – PROTOKÓŁ ODBIORU

I hereby confirm that I got the mentioned device and understood and agree to the “Rules for the use of a company mobile phone from Loyalty Partner Polska Sp. z o. o. and Loyalty Partner Polska Sp. z o. o. sp. k” mentioned earlier.

Jednocześnie oświadczam że zapoznałem się i akceptuję „Zasady przyznawania i korzystania ze służbowego telefonu komórkowego w Loyalty Partner Polska Sp. z o.o. oraz Loyalty Partner Polska Sp. z o.o. sp. k”

Phone	IMEI1	IMEI2	Date	Signature