

MOBILE PHONE POLICY

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1. Objective

The objective is to provide mobile phones to La Sentinelle Group Staff at a subsidized cost so that they will be able to communicate with clients and their office when they are outside office. In making the employee the owner of the mobile phone, the objective is to ensure that he/she takes due care of the mobile phone.

2. Categories of Staff and value of mobile phone

Drivers and other officers who are regularly contacted outside working hours (basic mobile fully funded)

Outdoor Salesmen: mobile with email facilities : Rs 10000

Multimedia Journalists: mobile with email facilities and camera with high definition :
:Rs 20000

Other journalists: mobile with email : Rs 10000

Supervisors (subject to approval of heads): mobile with email : Rs 10000

Managers mobile with email : Rs 12000

Group Managers mobile with email : Rs 20000

3. Terms of mobile policy:

Except for those who have mobile fully purchased by company, others will be provided with a loan according to the limits for their respective category. The employee will reimburse one third of the amount of the loan over 1 year. The employee should have served for at least 6 months. The employee will be entitled to take a new loan after 3 years as from the date of the first loan issued.

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4. Approval Process and Loan Facility

All requests for employee Mobile must go through the following process:

- The applicant must first obtain a quotation for a mobile and submit to the Project Coordinator for verification of the specifications to ensure that they meet the company's and the user's requirements.
- The applicant will then submit his request with the vetted quotation to the department head for a first level of approval, who will then recommend for final approval to the Chief Operating Officer. The COO will then pass on the approved documents to HR department.
- HR department will request the employee to sign a standard agreement with all the terms and conditions (only the price and number of instalments will vary in each case).
- Once the agreement is signed by the employee, the HR department will inform Finance Department to authorise the issue of a cheque in favour of the supplier/company (as indicated on the quotation) from whom the mobile is being purchased. HR Department will also make necessary arrangements with Finance Department for salary deductions as from the month following the disbursement of the loan.
- The employee will take the cheque to pay the supplier and will also be responsible for taking delivery of the mobile, the receipt and guarantee card (with the serial number of the mobile) and remit to the Stores /Logistics department. The latter will register all the information necessary for store records and submit a copy of the receipt and guarantee card to HR department.

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5. Mobile Policy

The terms and conditions of the mobile policy are attached in appendix A. This is to ensure proper management, usage and security of the mobiles issued to employees of La Sentinelle Group. The policy thus addresses the actions that must be taken by all personnel who have a company issued mobile phone.

Appendix A

Mobile Policy

1. Terms & Conditions

1.1 Registering a mobile

Every employee who has been issued a mobile must have signed out a sheet indicating that he or she has the mobile, the make, model, serial number, preinstalled software and accessories.

1.2 Using a mobile

The mobile should not be used for generating, transmitting, anything that is unlawful or abusive. This may lead to the owner being subject to disciplinary action.

1.3 Physical Security

It is the responsibility of the user/owner to take all necessary precautions against loss, damage, misuse and theft so. It is the responsibility of the user/owner to immediately report to the Police and to the Logistics Manager of LSL any loss or

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theft. In case of any irreversible damage which renders the mobile unusable, loss or theft, the outstanding loan remaining will have to be reimbursed by the employee. All cost of repairs will be borne by the employee. The employee will only be entitled to a new loan after a period of 3 years as from the date of issue of the first loan.

1.4 Employee leaving the Group

If an employee who has opted for the mobile policy leaves office before one year, he shall not be entitled to any refund of his contribution made towards the mobile. He/she will have to pay the remaining amount determined as follows: (12months-No of month's mobile has been in use) * Purchase price/12

1.5 Amendment

The Company reserves the right to amend this policy at any time and at its discretion. In case of amendments, owners will be informed appropriately.

1.6 Declaration

Staff will only be issued a mobile phone after signing the "Policy".

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Appendix 2

Agreement Form

To,

Mr Areff Salauroo

Group HR Director

Dear Sir,

Sub: Agreement by employee

This is to inform you that I have gone through the Mobile Phone Policy of our Company and have fully understood the same (the mobile phone, the make, model, serial number, preinstalled software and accessories)

I declare that I will adhere to the Company's Mobile Phone Policy in the manner as stated in the Policy.

Name:

Designation:

Department:

(SIGNATURE)

Date: