

Company Cell Phone Policy

Dent Wizard employees who are in possession of a company cell phone agree to the following rules concerning the usage of the phone. Those who are issued a company cellphone may choose whether they would like to be allowed to use it for personal reasons. Any employee who chooses to use the phone for personal matters will be charged for any extra cost this results in for the company. These charges include roaming charges, text messaging overages, and long distance. Personal use charges will be deducted from employee's payroll. This includes a \$10.00 monthly deduction. Those who choose not to use their company cell phone for personal use will not be charged a monthly deduction to their payroll. Dent Wizard may also occasionally review employees' phone usage, at which time additional charges for any non-business-related use may be issued.

In the event that the company device is lost or stolen, employees must immediately report the incident to the Dent Wizard Help Desk. If the device is lost, stolen, or damaged beyond repair within the first 20 months of the issuance date, the employee will be responsible for the cost of a replacement. This includes a charge to cover the insurance deductible for replacing a lost or stolen phone. This charge is typically \$200.00 and will be deducted from the employee's payroll.