



## CJA Telecommunications Company Asset, Tool and Equipment Policy

### SCOPE and INTENTION of POLICY

Any and all employee's that make use of any and all Assets or Tools owned / rented / leased or supplied by CJA Telecommunication Ltd. (all deemed as Company Tools and Assets) or use their own private Assets or Tools for/on behalf of the Company, need to adhere to the expectations, statues and codes of conduct of this Policy Document

This is by implication Company Policy at CJA Telecommunications Ltd and adherence to this policy by any and all employees is a specific Company expectation.

As this policy is an addendum to the employment contract of all designated employees it forms an integral part of the conditions and precepts of employment with and on behalf of CJA Telecommunications Ltd (within this document also referred to as 'Employer' or 'Company') and if any action or lack thereof on the part of the employee in any way transgresses or disregards this policy then the full disciplinary code and recourse process as per the Company policies and contracts can and will be brought to bear upon the Employee.

### 1. Equipment / Tools Issue Procedure:

#### 1.1 New Employees / Hires

1.1.1 The Company will issue new employees with all Tools / Equipment / Uniforms / PPE as is required by the position for which they are employed. The Total Expense of these items is for The Company's cost.

1.1.2 The Employee needs to sign for receiving such items with either the assets or HSE department

1.1.3 This signature document must specify the date of issue, Specific items (with serial/tracking numbers) and condition of the items (new/used). If the item(s) is used and there is any visible damage/defect this needs to be noted also.

1.1.4 A Copy of this document is to be kept on file for the duration of the Employees Tenure at the Company

1.1.5 It is the expectation of The Company that the employee will take full responsibility for these issued items.

1.2 In the event when the employee leaves the employ of The Company all Issued Items are to be returned to the Person / Department from whence they were issued.

1.2.1 The return needs to be documented and signed for by the employee. Should the employee not be available for whatever reason whatsoever to complete the return process then this will be done in the employee's absence and authorised by the relevant department head or duly designated representative.

1.2.2 The items returned needs to be checked to confirm that all is in working order and any damage or loss needs to be documented accordingly.

1.2.3 Any items recorded as lost or damaged, the replacement/repair cost of these will be for the employees account and will be deducted from any monies owed to the employee at the time which would include but not be limited to Salary, Overtime and Leave Accrued.

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1.2.4 Should there be no monies payable to the employee at the time of termination/return then the employer can seek whatever legal route available to recoup the any financial loss from the individual.

## 2. Additional Tools / Equipment issued for a fixed period due to operational demands:

- 2.1.1 Any Tools or equipment that are issued to an Employee from time to time and based on specific operational requirements must be signed for before use.
- 2.1.2 Tools must be returned once the demand for it has ended and must be verified to be in working order and signed for.
- 2.1.3 No tools may be swapped between employees without such a transfer of user being documented or in the very least authorisation being given to do so by the Asset Manager.
- 2.1.4 A clear and complete paper trail must be available at any time that the history of an item/tool is requested.
- 2.1.5 The employee agrees that any Loss/Damage to such Items will be for the Employees cost to repair or replace - that is, once an investigation has been done, due process followed and negligence on the part of the Employee established.

## 3. Company Owned Electronic Equipment

3.1 Any mobile device or computer including, but not limited to, desk phones, cell phones, tablets, laptops, desktop computers, and iPads that the Company provides for your use, should only be used for Company business. Keep in mind that the Company owns the devices and the information in these devices.

## 4. Electronic Devices usage during Company hours:

- 4.1 Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting Company business. Some job responsibilities at the Company require access to the Internet and the use of software in addition to the Microsoft Office suite of products.
- 4.2 Only people appropriately authorized, for Company purposes, may use the Internet to access additional software, systems or information.

## 5. Software Access Procedure

5.1 Software needed, in addition to the Microsoft Office suite of products, must be authorized by your supervisor and downloaded by the IT department. If you need access to software or websites, not currently on the Company network, talk with your supervisor and consult with the IT department.

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## 6. Internet Usage

6.1 Internet use, on Company time, is authorized to conduct Company business only.

6.2 Additionally, under no circumstances may Company owned computers or other electronic equipment, including devices owned by the employee, be used on Company time, to obtain, view, or reach any pornographic, or otherwise immoral, unethical, or non-business-related Internet sites. Doing so can lead to disciplinary action up to and including termination of employment.

## 7. Social Media

7.1 Any **private/personal** usage of Social Media platforms whether on mobile or PC devices and whether on Company provided or privately owned devices is strictly prohibited during working hours.

7.2 The employee may engage on social media during their lunch break and only via their privately owned devices and internet/data connections.

7.3 The use of Company provided Data/Wi-Fi/Airtime is strictly for Business use and any private use is prohibited

7.4 Additionally, you are prohibited from sharing any confidential or protected information that belongs to or is about the Company. You are strongly encouraged not to share disparaging information that places your Company or co-workers in an unfavourable light.

7.5 The Company's reputation and brand should be protected by all employees. The lives and actions of your co-workers should never be shared online.

7.6 In social media participation from work devices or during working hours, social media content that discriminates against any protected classification including age, race, colour, religion, sex, national origin, disability, or genetic information is prohibited. It is our company policy to also recognize sexual preference and weight as qualifying for discrimination protection. Any employee, who participates in social media, who violates this policy will be dealt with according to the companies Disciplinary Code of Conduct.

## 8. Electronic Communication Usage at Company

8.1 Email is to be used for Company business only. Company confidential information must not be shared outside of the Company, without authorization, at any time. You are also not to conduct personal business using the Company computer or email.

8.2 Please keep this in mind, also, as you consider forwarding non-business emails to associates, family or friends. Non-business related emails waste company time and attention.

8.3 Viewing pornography, or sending pornographic jokes or stories via email or any other electronic media platform, is considered sexual harassment and will be addressed according to the companies Disciplinary Code of Conduct

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## 9. Emails/ Messaging That Discriminate

9.1 Any related content that discriminates against any protected classification including age, race, colour, religion, sex, national origin, disability, or genetic information is prohibited. It is our company policy to also recognize sexual preference and weight as qualifying for discrimination protection. Any employee who sends such content on either mobile or PC platforms that violates this policy will be dealt with according to the non-discrimination policy.

9.2 Such content is prohibited at the Company. Sending or forwarding non-business communications will result in disciplinary action that may lead to employment termination.

## 10. Company Owns Employee Email / Messaging

Keep in mind that the Company owns any communication sent via email or that is stored on company equipment. Management and other authorized staff have the right to access any material in your email or on your company issued computer/mobile phone at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored on work systems or equipment.

## 11. Data / Airtime limits and accountability of the Employee

Employees who receive a Company Phone / Data Contract as part of their operational capacity must take note of the following:

11.1 It remains the employee's sole responsibility to ensure that the allocated Data/Airtime provided by the Company is effectively and efficiently utilised and that no Out of Bundle costs are incurred.

11.2 In the event that the provided Data/Airtime is likely to be insufficient and Reasonable cause can be given for the excess usage than the Employee must escalate this to the relevant Assets Manager before Out of Bundle rates become applicable.

11.3 Additional Airtime/Data must be requested and documented once approved.

11.4 The employee will be liable for any Out of bundle cost recorded on his/her account during the billing period and this cost will be deducted as an approved deduction from his Salary.

## 12. Loss, Damage or Theft:

12.1 In the case of **Damage or Loss** of any kind to Tools/Equipment/assets while being allocated to the Employee the employee will be held liable for the repair or replacement of such items unless the employee can beyond reasonable doubt provide evidence that such damage / loss was unavoidable and completely outside of the Employee's control

12.2 In the event that such an item can be claimed against the Companies Insurance then the Employee will be liable for the cost of Excess as defined by the insurer

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- 12.3 The employee must report any Damage or Loss of any kind to Tools / Equipment / assets within 24 hours of the incident / loss / damage being discovered, to the Company Asset Manager. A written report of the events leading up to and a description of where, when and how the incident took place must be provided by the employee at this time.
- 12.4 In the case of theft the incident must also be reported to the nearest Police Station within 24 hours and the Case number must be provided to the Asset Manager when reporting the incident.
- 12.5 Failure by the employee not to report any incident of loss or damage within the 24 hour period, and if such damage or loss is discovered some time during a routine / random audit will be automatically viewed as a breach to act in good faith by the employee and deemed as dishonest / negligent behavior. In such a case the employee will be held accountable for any financial loss/repair incurred or payable.

Employees who violate this policy will be subject to disciplinary actions, up to and including employment termination.

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