

MOBILE PHONE POLICY

The employee is provided with a company mobile phone in perfect condition. The employee is not entitled to a specific brand or model. The company mobile phone can therefore be replaced at any time by another model.

The employee receives a PIN code for using the device, which he can change freely. The PIN code is to be kept secret by the employee. In general, the use of the company mobile phone is intended for business purposes. In addition, the employee is allowed to use the device privately, provided by Company as long as it does not incur any costs, for example telephoning in networks for which there are no call charges. Private use of paid services is expressly prohibited, the resulting costs will be charged to the employee if necessary. The list of services and fees for the Company's current mobile phone tariff is regularly published on the intranet by the IT administration.

For business trips abroad, the employee may also make private calls from the company's mobile phone to an appropriate extent. The private use is non-binding and provided voluntarily and even if repeated, many years can be revoked at any time by the employer. Damage to the company's mobile phone must be reported immediately to the IT administration and the defective or damaged company mobile phone must be handed in to the IT administration.

The loss of the company mobile phone must be reported immediately to the IT administration; the employee is entirely liable for the lost company mobile phone. The theft of the company mobile phone must be reported by the employee immediately to the police and also to the IT administration.

Upon termination of the employment relationship, the mobile telephone including the power supply, accessories and the corresponding PIN codes must be returned to the IT administration.

In the case of stays abroad, the employee must note that the data services in roaming mode do not exceed an appropriate fee, since otherwise high or higher costs arise. In case of disregard of this regulation, the employee will pay for the additional costs incurred.

Employees acknowledge that the Company's internal data is stored on the mobile phone (such as e-mails, contacts, calendar entries) and that it has the utmost care to protect this information against third-party access.