

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : USE OF AUTHORITY CELL PHONES
Policy Number : 03-02-10
Issue Date : 11/18/2008
Revision Date :

I PURPOSE

The purpose of this policy is to define the Company's policy on the use of NFTA/Metro owned cell phones.

II APPLICABILITY

This policy applies to all employees of NFTA/NFT Metro System, Inc. that are provided a cell phone by the company.

III POLICY

All NFTA/Metro cell phones provided to employees are strictly for the purpose of conducting Company-related business and not for personal use.

The following guidelines apply:

- All employees issued an NFTA/Metro owned cell phone shall be provided a copy of their bill and shall review their cell phone bill on a monthly basis and identify any personal calls made or received. The employee will be required to certify that they have reviewed the bill and have identified any personal calls. The certified bill shall be submitted to their supervisor for review.
- In the event that a personal call is made or received on the NFTA/Metro cell phone, the employee shall reimburse the authority 25% of the cost of the base plan on a monthly basis.
- Payment should be sent to Cash Management in the form of a check or money order made payable to the NFTA or NFT Metro as appropriate for the exact amount to be reimbursed.

This policy is not intended to alter any collective bargaining agreements with respect to NFTA/Metro cell phones.

IV ENFORCEMENT

Any violation of this policy will subject the employee to disciplinary action, up to and including termination.