

SFO TECHNOLOGIES PVT.LTD

22nd June 2021

MOBILE PHONES ENTRY AND USAGE INSIDE THE COMPANY PREMISES:

This is to inform all regarding the policy on mobile Phone usage which is applicable to all employees in the company during duty hours. This policy has been formulated on the ground that the usage of mobile phones at the workplace is disruptive, results in loss of productive time, compromise on safety and violation of IP regulations.

This policy will be effective from 25th June, 2021.

Usage of mobile phone is strictly restricted during working hours and inside factory premises.

Employees, other than specially authorised employees, are not allowed to carry and use mobile phone inside the shopfloor and other restricted areas listed below.

Restricted areas

1. Shop floor
2. Electrical rooms
3. DG area
4. Warehouse

Any other area notified as "Restricted Area"

Specifically authorized employees are allowed to use mobile phone in their cabin only. Other permitted employees those who are not connected with shopfloor shall use the mobile phone in the area demarked for mobile phone usage.

Terms & Conditions for usage of Cellular Phones inside the facility:

- 1) General Use at Work: Employees should strictly refrain from making personal calls during work hours and should use cellular phones only during scheduled breaks at non-restricted areas.
- 2) Separate label will be provided to mobile phones of specifically permitted employees. This label cannot be transferred other mobile phones and other



employees. Any transfer of label /phone will be considered as violation and appropriate action will be initiated as per policy

- 3) Adherence to Confidentiality Agreement/IT policy/Intellectual Property Rights: the filming of videos and/or the taking of pictures with cellular phones is not permitted on Company premises without written authorization from the Management (Department Head with notification to Human Resources). Each request for approval must state the location, date and type of event. Written authorization must be kept with the employee at the time the videos and/or pictures are taken. Employees are asked to ensure that all service provider, customer and any visitor are aware of this policy. Violation of this clause will lead to strict disciplinary action.
- 4) Emergency Contact Considerations: Employees can use the office landline for calling and receiving personal emergency calls during regular working hours. The employees can provide the official contact numbers to their spouse, and immediate blood relatives only. These numbers will be published in notice board and communicated to employees through e-mail.
- 5) Unauthorised possession of mobile phone inside the shopfloor will lead to immediate confiscation of the device followed by disciplinary measures.
- 6) Cellular phones carried by Visitors: the cellular phones carried by visitors shall be surrendered to the respective reception desk prior to entering "Restricted Areas" and shall be retrieved while exiting the "Restricted Areas". No photography/Videography shall be permitted for visitors inside the site. This must be ensured by SFO employee who accompany the visitor.

The company reserves the right to modify or change this Policy at any time without advance notification.



AUTHORISED SIGNATORY