

ADMINISTRATION AND FINANCE MANUAL

SECTION
OPERATIONS REPORTING

TOPIC
WIRELESS DEVICES (CELL PHONES,
BLACKBERRYS & AIRCARDS)

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& ACCOUNTS PAYABLE DEPARTMENT

INTRODUCTION

Described is the policy for company liable wireless devices including cell phones, BlackBerry® devices and Aircards®. Under this policy, all company reimbursed wireless devices will be transitioned to **company liable**. Therefore, all wireless devices will be centrally procured and managed by the Information Systems & Technology (IS&T) Telecommunications Department.

OF CONCERN TO

Any employee who uses a wireless device for business purposes.

CONTACTING TELECOMMUNICATIONS

Wireless device ordering and account changes are made by contacting the Telecommunications Department (located in Gaithersburg, MD) in any of the following ways:

- From the SodexoNet home page, click on the **Telecommunications** Quick Link (on the right). From the Telecommunications homepage, select **Sodexo Connect**.
- Outlook email to **SodexoConnect**
- Internet email to Sodexoconnect@Sodexousa.com
- Call 301-987-4555

POLICY

Ownership/Liability: All company reimbursed wireless devices and phone numbers are the property of Sodexo. The wireless equipment and phone numbers will remain the property of Sodexo and cannot be transferred back to the employee if they leave Sodexo. These wireless devices will be referred to as "company liable." (Wireless devices that are not reimbursed by Sodexo are considered "employee liable.")

Employees with employee liable wireless devices used primarily for Company business must change to an approved vendor and to a company liable account by September 1, 2005 to be eligible for Company reimbursement. **Employees should apply for this change in liability by contacting the Telecommunications Department.** Extension of this timeframe will be on a case-by-case basis pending employee submittal of their wireless contract. If an employee wishes to keep their employee liable cell phone as a personal phone, a replacement device and number can be ordered as a substitute at their department's expense. Thereafter, only the company liable device will be reimbursed.

Employees who currently use Verizon Wireless, AT&T Wireless (Cingular) or Nextel should make the change to company liable before March 1, 2006 and Sodexo will pick up the contract terms.

New Hire: New employees may not bring their own cell phone equipment and number upon hire, but rather a new standard wireless device and phone number will be issued through the procurement process.

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Transition: During the transition period from June 1, 2005 through March 1, 2006, employees who are currently reimbursed for their employee liable phones are required to convert to the Company sponsored vendors and plans.

Eligibility: Company liable wireless devices should be limited to those employees who require a wireless device due to specific business purpose, travel or time worked away from their base of operations. Eligibility should be considered for those employees where immediate access to those employees is deemed critical to the operation of the business, including personnel at operational units. Unit assigned wireless devices will also be company liable where unit size or configuration deems it necessary. Generally, eligibility should be restricted to General Managers and above.

Company liable wireless devices will be obtained by the employee or unit through plans designated with the approved vendors listed below and upon an approved request from the employee. The cost of equipment and monthly plan fees will automatically be charged to the employee's home unit by the Accounts Payable Department at the Financial Service Center (FSC) as accounts are consolidated. This equipment and phone number are company property and will remain so upon employee separation.

Employees approved for company liable wireless devices are subject to the vendor contract requirements for the service and the equipment (i.e., the contract is between the approved vendor and Sodexo).

Wireless Device Approval: Employees must receive prior email approval before requesting the purchase of a wireless device. The approving manager's name should be included in the request. Once email approval has been received, forward this email to **Sodexo Connect**.

Cell Phone and Aircard Approvals:

- Units require approval from their district manager (or their designee)
- Grades 11 and below (outside the unit) require their manager's approval
- Grades 12 and above can "self-approve" the purchase

Blackberry Device Approvals:

- Division (business line) staff require approval from their division's president
- Corporate staff require approval from their senior vice president

APPROVAL/QUALIFYING EMPLOYEES

HUMAN RESOURCES

The Sodexo Accounts Payable and IS&T departments, will be responsible for:

Qualifying an employee for a company liable cell phone.

After an employee receives approval from their manager to order a wireless device, the employee or designee is responsible for ordering the device by contacting the Telecommunications Department (see page 1).

- It is the responsibility of the Business Line/Immediate Supervisor or designee to ensure and monitor compliance with the Sodexo wireless device policy.

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- When an employee is no longer eligible for a cell phone, the Business Line/Immediate Supervisor or designee must notify the Telecommunications Department to request discontinuance of the wireless device account. The wireless device, phone number and accompanying peripherals are the property of Sodexo and are required to be turned in upon separation. They are the property of the employee's department and can be held by the department for reissue or disposal.
- An employee cannot negotiate keeping the phone or wireless device as part of a severance package. Under no circumstances can the cell phone number be transferred to employee ownership.
- New employees may receive equipment and phone numbers from their department's "bank" of equipment if appropriate, before new accounts are established. The Telecommunications Department is responsible for transferring ownership and billing of existing phone numbers to new users.

WIRELESS (CELL PHONE) SERVICE PROVIDERS

Sodexo has national agreements with:

- Verizon Wireless
- AT&T Wireless (Cingular)
- Nextel

As necessary, wireless agreements and vendors may be changed to meet Sodexo's needs.

APPLICATION

Employees eligible for a company liable wireless device must receive prior management approval and then order the device by contacting the Telecommunications Department (see page 1). Unit assigned phones are handled in the same manner and must be requested and ordered by a General Manager or above.

PERSONAL USE

Company wireless devices may be used for personal reasons on a limited basis. It is recognized that occasional use is unavoidable. Abuse of this may result in loss of phone services.

BILLING PROCESS

All Sodexo employees on a company liable plan will have their expenses directly billed to their Sodexo home unit address as listed in their payroll system. During the transition period, employees are to continue to process/submit the invoice for payment utilizing an A/P transmittal document or expense report.

Until proper notification is received by the Telecommunications Department, invoicing for services on closed accounts will be applied to the employee's home unit.

Accounts will be consolidated and cell phone plans are subject to change based on usage. Any unusual usage will be reported to the employee and their manager for investigation.

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SEPARATED EMPLOYEES

It is the responsibility of an employee's immediate supervisor to collect any company liable wireless device from a separated employee. In the event the supervisor cannot physically take possession of these items, the supervisor must immediately contact the Telecommunications Department to suspend the cell phone service. For those employees under a company liable plan, the phone remains the company's property upon separation and the company is responsible for any early termination fees.

The terminated employee may also opt to continue service on an employee liable phone established under Sodexo's discount agreements with the cell phone provider, but will no longer be eligible for any discounts under the company-sponsored plan. The supervisor is responsible for notifying separation to the Telecommunications Department who will in turn be responsible for notifying the cell phone service provider to remove that employee from the corporate plan.