

McIlveen PLLC

Mobile Device Policy

General Policy Information

Policy Statement

McIlveen PLLC will, at its discretion and in accordance with this policy, provide employees with mobile devices (“Mobile Devices”) and telecom carrier services, at McIlveen, PLLC’s expense, for the primary purpose of conducting McIlveen, PLLC business. All Mobile Devices that are paid for by McIlveen, PLLC are the property of McIlveen, PLLC and the employee is responsible for ensuring the appropriate use of the Mobile Device, as well as the security and safe keeping of the Mobile Device as outlined in this policy.

Goals

This policy shall:

- » Support employees’ job duties with mobile communications
- » Promote employee safety when using mobile communications
- » Limit corporate liability
- » Improve management of mobility costs
- » Enhance corporate data security and network security

The policy establishes eligibility for McIlveen, PLLC-owned Mobile Devices based on job roles and responsibilities, and it sets procedures for monitoring and controlling costs related to use of Mobile Devices in connection with McIlveen, PLLC business. This Mobile Device and Carrier Policy (“the Policy”) outlines the Mobile Device options supported by McIlveen, PLLC, guidelines for acceptable use, and other administrative issues relating to Mobile Device acquisitions and reimbursements.

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Scope

This Policy applies to all employees, contractors, consultants, temporary and other workers at McIlveen, PLLC in the United States, including all personnel affiliated with third parties that maintain a Mobile Device on behalf of McIlveen, PLLC. This includes all North American Business Units and Corporate employees whose primary office is located within the United States.

This Policy also applies to all Mobile Devices that connect to a McIlveen, PLLC network or reside on McIlveen, PLLC sites that provide wireless connectivity including, but not limited to cellular phones, smartphones, tablets, and laptops. This includes any form of wireless communication device capable of transmitting packet data.

Policy Owner

The IT Manager is the owner of this Policy. The Mobile Device and Carrier Policy will be updated as required. The IT Manager must approve any and all exceptions to the Policy.

Definitions

“McIlveen, PLLC” shall mean McIlveen PLLC d/b/a McIlveen Family Law Firm

“Employee” shall mean all personnel working in the North American Business Unit and McIlveen, PLLC whose primary office is located in the United States.

“Mobile Device” shall mean any and all smartphones, Bluetooth® devices, Windows® mobile devices, aircards, and cellular phones, pagers or similar communication devices. Any device that can be used to make or receive calls, push to talk, used to enable communication among cellular phones, wireless handsets, smartphones tablets, and laptops connect to a network, or a device that enables users to send or receive messages. This includes any device capable of transmitting packet data.

Compliance with the Policy

Compliance to this Policy will be measured by comparing an eligible employee’s monthly invoice total (including all special charges) to the Monthly Consumption Targets set forth in Table One.

Failure to comply with this Policy will result in one warning. A second violation will lead to notification of the employee’s immediate Manager and appropriate remedial action, which may include but is not limited to revocation of privileges or

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disciplinary action, including suspension or termination of employment. McIlveen, PLLC reserves the right to deduct from the employee's pay any monthly charges that are in excess of the Monthly Consumption Targets, if such monthly charges are proven to not be business related.

McIlveen, PLLC intends to make a concerted effort to notify employees of changes made to this Policy. However, McIlveen, PLLC reserves the right to change, revise, withdraw or add to its policies, process, procedures or guidance at any time without notice if necessary.

Eligibility

Device Eligibility

Table One below defines who is eligible for a Mobile Device and the Monthly Consumption Target in US dollars (including special charges). Data is allotted \$15.00 per GB. Employees who exceed data allotted by package will have data overage costs deducted from their paycheck.

Employees will be assigned a package based on their job role. Example job role groups defined in Table One are derived from McIlveen, PLLC's Human Resource system under the JOB CODE heading; this list will change from time-to-time. The Human Resources Department is responsible for maintaining and updating the full listing of Job Codes and their corresponding group and Eligible Packages.

Mobile Device spend will be monitored on a monthly basis, including reviewing consumption & trend analysis reports at the individual level.

Mobile Device usage reports will be communicated to the individual employee on a monthly basis to create cost awareness.

Group (Examples)	Mobile Device Package	Monthly Consumption Target*
Executive	Smartphone w/ 2 GB data and tablet no data	\$50.00
Supervising/Partner Attorneys	Smartphone w/ 2 GB data and tablet no data	\$50.00

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Associate Attorneys	Smartphone w/ 1.5 GB data and tablet no data	\$50.00
Paralegals	Smartphone w/ 1 GB data and tablet no data	\$50.00
Legal Assistants	Tablet (no data plan)	\$0.00
Account Representatives	Tablet (no data plan)	\$0.00
Approved employees	Tablet (no data plan)	\$0.00
All other employees	Not Eligible	\$0.00

Employees are responsible for knowing their package costs as outlined above. The IT Manager is responsible for maintaining and updating the packages.

The Monthly Consumption Target includes costs for data, unlimited minutes, and unlimited text messaging.

Managers may at their discretion, choose not to provide a Mobile Device for their employee, even though the employee may be eligible per the above table.

To ensure the ongoing security of McIlveen, PLLC's network, employee owned devices must be capable of using Samsung Knox Security to be used on the McIlveen, PLLC's network for e-mail service. If personnel no longer work for the McIlveen, PLLC, all corporate data will be remotely wiped from devices. Personnel are not permitted to store data on remote memory cards. The McIlveen, PLLC is not responsible for accidental deletion of personal data on devices that connect to corporate e-mail.

Mobile Devices will not be issued to student workers, contractors, temporary personnel, consultants, or other workers without out prior approval from the IT Manager.

Aircard/Mobile Hotspot Eligibility

Aircards/Mobile Hotspots are devices that facilitate wireless connectivity for laptop computers through a Wireless Carrier's network. McIlveen, PLLC allows Aircards on a very limited basis. Aircards/Mobile Hotspots may be checked out for short-term usage by contacting the IT Department.

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Text Messaging

Unlimited Text Messaging or SMS is provided in all packages.

Mobile Data Costs

Mobile data plans are provided in select packages. Data consumption costs count towards the Monthly Consumption Target and, therefore, data use should be minimized. Currently, our carrier service plans allow for shared data usage, but this may change in the future. Sending and receiving e-mail, photographs, web browsing, GPS and software applications all use data when employees are using the carrier's network. A number of inappropriate websites are blocked through our IT policy management protocols. Refrain from accessing unknown websites with your mobile device(s).

Employees may use secure corporate Wi-Fi networks at corporate locations and their carrier's network. **Employees must never use any other public networks.**

International Calling

International Calling can be very costly and these features are not included. Employees are encouraged to use alternative communications such as a landline while transacting business in a McIlveen, PLLC facility abroad.

Acceptable Use

Use While Operating a Motor Vehicle

The safety of McIlveen, PLLC's employees is critical to our ongoing success. Therefore, McIlveen, PLLC requires all employees with a McIlveen, PLLC issued Mobile Device to utilize hands-free equipment when using the Mobile Device while operating a McIlveen, PLLC owned vehicle, personal vehicle, or rental vehicle for business.

Only voice calling with hands-free equipment is permitted. When dialing a number, employees should pull over to the side of the road for safety. Employees may also use voice activated calling or pre-programmed numbers providing it does not distract from safe driving. Any other Mobile Device enabled activity that prevents an employee from focusing on driving such as surfing the internet, text messaging, checking email, use of applications, or other activities, is prohibited.

The McIlveen, PLLC requires its employees to adhere to all federal and state laws and regulations regarding the use of Mobile Devices. For more information on the specific laws and regulations in your state, access this link:

http://www.statehighwaysafety.org/html/stateinfo/laws/cellphone_laws.html

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Personal Use

Charges associated with using a McIlveen, PLLC provided Mobile Device for personal communications, including text messages, email and voice calling, will count towards the Monthly Consumption Limit. Therefore, personal use of a McIlveen, PLLC provided Mobile Device should be minimized.

Personal Cell Phones at Work

Although our Company allows employees to bring their personal cell phones to work, we expect employees to keep personal conversations to a minimum. While occasional, brief personal phone calls are acceptable, frequent or lengthy personal calls can affect productivity and disturb others. For this reason, we generally expect employees to make and receive personal phone calls during breaks only.

Employees must turn off the ringers on their cell phones while away from their cell phones. If you share workspace with others, you must turn off the ringer on your phone while at work.

Employees must turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. Employees must also turn off their cell phones or leave their phones elsewhere while meeting with clients or serving customers.

It is inappropriate to interrupt a face-to-face conversation with a coworker in order to take a personal phone call.

Remember, others can hear your cell phone conversations. Try to talk quietly, and save intimate discussions for another time.

Employees who violate this policy will be subject to discipline, up to and including termination.

Use in Accordance with McIlveen, PLLC Code of Conduct

No employee is to use McIlveen, PLLC-owned Mobile Devices for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.

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Financial Responsibility

Travel & Entertainment

McIlveen, PLLC will no longer approve Mobile Device expenditures through the Expense Reporting System for any employee that is eligible for a Mobile Device under this policy.

Early Termination of Employee Owned Personal Mobile Devices

Individuals who are approved for a McIlveen, PLLC Mobile Device will be personally liable for any early termination fees associated with an employee-owned personal mobile device and service plan if they decide to discontinue their personal services prior to the conclusion of their contract. These fees will not be reimbursed by the McIlveen, PLLC, and any expense submitted will be denied.

Porting of Existing Cell Phone Numbers

McIlveen, PLLC will not transfer ("Port") personal cell phone numbers to a McIlveen, PLLC Mobile Device. Exceptions may be made if not Porting a number would negatively impact McIlveen, PLLC's customers. In addition, McIlveen, PLLC will not Port existing McIlveen, PLLC cell phone numbers between wireless carriers. Exceptions may be made if not Porting a number would negatively impact McIlveen, PLLC's customers. McIlveen, PLLC cell phone numbers will not be ported to personal cell phone devices.

Ordering

Employees should contact the IT Manager to place orders for new phones or to make changes to their existing phones (e.g. warranty repairs, etc.).

Manager approval will be requested by the IT Manager prior to processing all Corporate Mobile Device Request Forms.

Requests submitted that do not meet the eligibility requirements by Job Code will be denied and returned to the requestor.

New Features

New features and equipment that become available will be evaluated by the IT Department, and those deemed beneficial with a business justification and ROI for McIlveen, PLLC will be added to the Packages.

Additional features not included in the packages may not be added by Employees.

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Redeployment

The IT Department will redeploy McIlveen, PLLC owned Mobile Devices not in use prior to ordering new devices.

Accessories

Accessories that come standard with the phone will be provided to employees. Additionally, employees may purchase a protective phone case for the McIlveen, PLLC provided device for reimbursement of up to \$20.00. McIlveen, PLLC does not provide other accessories, such as Bluetooth headsets. Employees may, at their own expense, purchase other enhanced accessories. A listing of enhanced accessories that have been certified to work with McIlveen, PLLC Mobile Devices can be found at the Verizon.com. McIlveen, PLLC does not offer technical support for enhanced accessories.

Software, Ringtones and Other Downloads

Approved software can be found at the Knox user portal, and approved applications are preinstalled on devices. Additional software applications, ringtones, and downloads are not provided by McIlveen, PLLC. Mobile applications may adversely affect performance of devices and batteries, and consume data. Employees may, at their own expense with a personal PayPal account, purchase approved applications as listed on the Knox user portal. All other applications require approval from the IT Manager. Employees should not download applications from other sites since these sites may have viruses and malware that can affect security and device operability.

McIlveen, PLLC does not offer technical support for software downloaded from any of the listed application stores. Ringtones, music or other items must not be downloaded.

McIlveen, PLLC will not approve Mobile applications expenditures through the Expense System.

If an employee is no longer employed by McIlveen, PLLC, they shall forfeit any software that has been purchased for the device.

Liability

McIlveen, PLLC will not assume liability for personal wireless devices. All Employees that are eligible for a McIlveen, PLLC issued Mobile Device will receive a McIlveen, PLLC issued phone number.

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- McIlveen, PLLC will NOT assume liability for early termination of employee paid personal wireless devices.
- McIlveen, PLLC will NOT transfer any personal phone numbers to McIlveen, PLLC issued Mobile Devices unless not transferring a personal phone number would negatively impact a McIlveen, PLLC Customer.

Equipment

Approved Equipment

The Samsung S7 is the current mobile device being provided to employees. If you are provided with another mobile device, your device will be upgraded to the newest approved equipment when the

Replacement Equipment

Equipment provided to an employee that is lost, broken, or stolen may be repaired or replaced through the phone warranty. Employee is responsible for any deductible associated with replacement or repair. Either the employee or their manager must report lost, broken or stolen devices to the IT Manager immediately.

If an employee reports more than one lost, broken or stolen device in a 12-month period, the employee may be subject to appropriate disciplinary action regarding the misuse of a McIlveen, PLLC asset. This action may include a deduction from the employee's pay for replacement of the hardware.

Loaner Equipment

The IT Department may have a small supply of Mobile Devices available for short-term assignment.

All policies for appropriate use of McIlveen, PLLC-owned devices (stated above) also apply to McIlveen, PLLC loaner Mobile Devices.

Employee Responsibility

Mobile Devices owned by McIlveen, PLLC and used to conduct business must be used appropriately, responsibly, and ethically. The following must be observed:

- » McIlveen, PLLC-owned Mobile Devices are the property of McIlveen, PLLC and must be treated, used, and safeguarded as such. If an employee damages or loses a McIlveen, PLLC-issued Mobile Device, the employee must notify their manager immediately.

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- » If an employee damages or loses a McIlveen, PLLC issued Smartphone Mobile Device, their manager is responsible for notifying the IT Manager immediately to have the device deactivated.
- » No employee is to use McIlveen, PLLC-owned devices for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
- » Employees are prohibited from using a McIlveen, PLLC-issued Mobile Devices while operating a motor vehicle unless utilizing a hands-free device. Further, if state or local laws are more restrictive, the employee must follow the appropriate law.
- » Mobile Devices must not be loaned to, or used by, others.
- » All employees with a McIlveen, PLLC issued device will utilize # dialing where available.

Important: All users of McIlveen, PLLC-provided Mobile Devices are subject to random audits by their Managers and the IT Manager to ensure compliance with this policy.

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CELL PHONE USAGE POLICY

I, _____, have received the following items from the McIlveen, PLLC and acknowledge that I have read and will abide by the Company's policy regarding cell phone usage.

Equipment received _____

Serial Number of Phone: _____

In particular, I understand:

1. That the equipment that has been issued to me is for business use only, and that I may be required to reimburse the Company for all personal and non-business charges or fees;
2. That before the end of my employment with the Company, I will be required to return all Company-issued equipment and accessories before I will receive my final paycheck;
3. That I am responsible for any damage, abuse, neglect, loss, or theft of any Company equipment that has been issued to me while it is in my care;
4. That the Company has authorization to monitor my Company-issued cell phone usage;
5. That the Company may monitor my Company-issued cell phone usage on a routine and/or special case basis;
6. That the Company may elect not to monitor and may not strictly enforce its cell phone policy, but that any such election or determination not to enforce the policy strictly will not be construed as a waiver of the Company's right to enforce its policy in any particular situation;
7. That the use of a cell phone while driving is illegal in some places and should be avoided as a general rule even when a hands-free feature is available;
8. That I should:
 - Avoid using a cell phone (whether to place or take a call or to check e-mail) while operating a vehicle, especially in bad weather, unfamiliar areas, or heavy traffic.
 - Place calls from a stopped vehicle if possible.

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- Use a proper hands-free device (microphone and external speaker or earphone) when I am obligated to use a cell phone while driving.
- Be aware of local laws regarding cell phone usage.

9. That this signed form will be placed in my personnel file, and that any violation by me of the Company's cell phone usage policy may result in a loss of access, disciplinary action (including termination), or other legal action.

Employee's Signature

Employee's Name

Date

