



**GHD**

## BYO Mobile Terms & Conditions

24 November 2016



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- While using BYOM service, The employee must adhere to all GHD policies and procedures including but not limited to the Employment Contract, GHD Code of Conduct, GHD's IS Code of Conduct, International voice roaming guidelines and GHD's Social Media Code of Conduct.
- The employee must comply with GHD's Privacy Policy as stated on the GHD website.
- GHD IS do not log or monitor any personal activities performed on the handsets, such as the sending and receiving of SMS, applications used or internet browser history. However, GHD IS does capture the following PMD (Personal Mobile Device) information; handset model, serial number and how often the handset has connected with GHD infrastructure.
- The responsibility for any personal data remains with the employee and GHD will not compensate the employee for any loss of personal data.
- GHD's BYO (Bring Your Own) mobile solution is restricted to GHD personnel.
- If, in GHD's reasonable opinion, it is deemed necessary to review the use of the device or if GHD is required to provide the device to a third party (for example, to comply with a court order or at the request of any regulatory authority), the employee shall immediately upon GHD's direction deliver up the device to GHD or the relevant third party and assist the review as required.
- Employees must report any loss or theft of a GHD BYO Mobile enrolled device to IS and the relevant authorities as soon as possible.
- GHD is not responsible for any costs associated with an employee's BYO mobile enrolled device. This includes and is not limited to data, calls or application usage.
- For security purposes, GHD's BYO Mobile system will require the use of a password or passcode, including if the device is idle for five minutes. GHD's PIN policy must also be complied with.
- Sensitive, confidential or commercial GHD client or project data must not be stored on personal mobile devices.
- Personal mobile device owners are encouraged to regularly update the devices operating system to the latest approved updates and security patches. Non-standard operating system on iOS and Android will not be permitted to connect to GHD services.
- At any time, GHD employee has the right to opt out of BYO Mobile program by removing/uninstalling the application from the device as well as informing GHD IS.
- For the safety of its employees, GHD has zero-tolerance policy for texting or emailing while driving or crossing streets during the course of employment with GHD, including commuting to and from work. All GHD staff are strongly encouraged to avoid this conduct at all times.