

# Devices Policy

## Management in GF Inveco Group

Updated December 2024

### **POLICY FOR PHONES, COMPUTERS, AND iPADS IN GF INVECO GROUP**

For employees in the group who have access to a company mobile phone (with taxation), computers, and iPads, the following rules apply:

The group is responsible for purchasing mobile phones, computers, and iPads, which will be equipped with the accessories deemed necessary by the group for the device's use for work purposes.

Regarding mobile phones, any usage exceeding the subscription must be paid for by the employee. The group continuously monitors to ensure that subscriptions are up to date.

If an employee wishes for a different phone, computer, or iPad than the one offered by the company, a dialogue should be held with the immediate manager to find a possible solution.

All of the above devices are for the employee's use and therefore **MUST ONLY** be used by the employee.

If any of the above devices break, they must be handed in to the immediate manager, who will provide a replacement while the broken device is being repaired or replaced with a new one.