

Reimbursement for Cell Phone Policy

THIS POLICY

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Effective Date: 06/01/2017

REPLACES POLICY

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POLICY:

It is the policy of Wesley Wood to reimburse approved employees for telephone expenses incurred while doing business on behalf of Wesley Woods due to the fact that the nature of their job requires them to be in close contact with the company at all times.

For these employees, Wesley Woods, at its sole discretion; may either issue a company cellular phone or reimburse a limited portion of the employees' personal cell phone expense. Any company issued phone will remain the property of Wesley Woods Senior Living or its affiliate.

PROCEDURE:

Company Issued Phone

Employees are expected to make every effort to not exceed the current contracted allowed minutes. Cellular phone bills are reviewed by management and any employee who exceeds their contracted allowed minutes is subject to additional usage review. All company cell phones will be issued at the managers' discretion upon approval by the CFO.

Reimburesment of Personal Cell Phone Expense

With prior approval, certain positions as stated above may be permitted to use their personal cell phones to perform company business and will be reimbursed a portion of their phone expense. Phone bills should be handled through the personal expense report process and will be reimbursed up to \$50.00 per month. The community administrator must approve the use of the employee's personal cell phone for company business.

Safety

Wesley Woods Senior Living has a zero tolerance policy regarding using a cell phone while driving (other than "hands free" operation). Employees should not conduct any other type of device activity (i.e. looking up numbers, dialing, taking pictures or text messaging) while driving. Employees should pull over to a safe location or parking lot to conduct any activity requiring the use of the EHC cell phone or PDA.