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**TO:** \_\_\_\_\_  
**FROM:** Isaac Bristow, HR Director  
**DATE:** September 25, 2019  
**RE:** Data Usage Policy

NOR-CAL provides certain employees with a cellular telephone for NOR-CAL business use. You are allowed 10GB of data usage per month, based on the carrier invoice period starting on the 23<sup>rd</sup> of each month and ending on the 22<sup>nd</sup> of the following month.

Android phones – the mobile data limit has been activated and set on your assigned telephone. This does not exempt you from incurring an excess overage fee.

IPhones – an app has been installed on your assigned telephone to track data usage. It is your responsibility to check this feature regularly to ensure you have not exceeded your data allowance.

If you exceed your data allotment, you will be charged an excessive overage fee of \$15 for every GB. Your signature indicates your understanding of data usage limits, and your authorization for payroll deduction anytime you exceed the limit.

Failure to comply with company policy may result in **disciplinary action, up to and including termination of employment**

This agreement will remain in effect until separation from the company.

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Employee's Signature

Date