

SOUTH AFRICAN FOOTBALL ASSOCIATION	POLICIES & PROCEDURES MANUAL
SECTION: Procurement	REF: PR012
SUBJECT: Cellular Phones	PAGE: 1 of 5
DOCUMENT OWNER: Leslie Sedibe	Date Created: 04/2010
APPROVERS: NEC	Date Approved: 04/2010

1 PURPOSE

- 1.1 In order to enable Employees to be contactable when a convenient 'land line' is unavailable, the Association will issue cellular telephones to National Executive Committee (NEC) members, certain other staff in key roles and those whose key functions requires them to carry cellular telephones.

2 RESPONSIBILITIES

Staff Members and NEC Members.

3 POLICY

3.1 Issuing of Cellular Phones

- 3.1.2 All NEC members shall be issued with cellular telephones for the duration of their term on the NEC.
- 3.1.3 On completion of his /her term, the association will continue paying for the member's cellular telephone costs for a maximum period of one month.
- 3.1.4 Certain staff members shall be issued with a company cellular phone and this condition should be included in the staff members' contract of employment.
- 3.1.5 Certain staff members who are required to constantly make business calls where a landline is not available, will be issued with monthly airtime the limit of which shall be determined by the Chief Executive Officer from time to time.

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3.2 Cellular Phone Expense Reimbursement

- 3.2.1 Person who are required to use a cellular telephone for business purposes, and do not have an association's cellular telephone, are entitled to reimbursement of cell phone expenses on submission of an itemised bill indicating all business calls made and the purpose of those calls.
- 3.2.2 This claim will be reimbursed via the normal expense claim procedure provided it is substantiated relevant documents detailing the cost of business calls being claimed.
- 3.2.3 If it is not possible to provide vouchers, for example, when you are roaming a foreign cellular network, a reasonable amount, approved by your superior, will e paid as an allowance and it will be taxable in line with the Income Tax Act.

3.3 People Required To Be On Standby

- 3.3.1 By virtue of their position with the Company, Management and Employees may be required to be contactable outside the office during business hours, or to be on standby outside of normal business hours. These people may be provided with a cellular phone that is owned by the Company, or may use their own cell phones for this purpose. In these situations, the following allowances may be provided with the approval of the appropriate superior.
- 3.3.2 Those Employees on standby, who are required to receive and make calls on their own cellular phones, will be entitled to an amount of R150.00 per month as a contribution towards the cost of their cell phone contract.
- 3.3.3 Those people on standby who are provided with a phone by the Association will be provided with an appropriate contract by the Association to suit the needs of the business. In this case the principles applied above will apply in terms of the allocation of the costs of the cell phone.

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3.4 Lost/Stolen Cell Phones and Personal Calls

- 3.4.1 Where individuals are in possession of a cell phone belonging to the Company, they are expected to take particular care of the instrument. The Association will replace its own phones where people lose phones, or whose phones are damaged, through no fault of their own. However, should the Association be of the opinion that the loss of the phone is partly or wholly attributable to the negligence of the staff member concerned, the cell phone holder may be held financially liable for the loss or damage to a phone, either in part or in full.
- 3.4.2 If a Company's cellular phone is stolen or lost, and the theft or loss is not immediately reported to Management or the relevant cellular network, the holder of the phone may be held liable for any illegal calls made on the phone following the theft or lost.
- 3.4.3 All people who are provided with contracts and/or cell phones which are in the Company's name will acknowledge in writing that the Association has the right to recover the cost of all personal calls made on the phone, and the cost of any loss or damage caused to the phone, from the salary of the individual concerned. In the case of damage or loss, the amount may only be recovered following an enquiry.
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4 CELLPHONE USAGE

- 4.1.1 The Cellular Agreement Form, to be signed by each person with a company cellphone, will indicate the monthly limit. This limit will include the international roaming costs. Any person who exceeds his / her monthly limit will be given seven (7) days to provide the Chief Executive Officer with a justification for exceeding the limit. Any amounts that have not been approved by the Chief Executive Officer will be deducted from the employee's salary without further correspondences.
- 4.1.2 A roaming facility on a cell phone must be approved by the Chief Executive Officer in writing.
- 4.1.3 When travelling overseas, members must exercise the following:
- 4.1.3.1 Make your cell phone conversation to be very brief by advising the other person that you are roaming and it is expensive.
- 4.1.3.2 In case of unavoidably protracted conversations, please encourage the caller to reach you at a landline of a place that you be visiting. This will minimise / eliminate international roaming costs.
- 4.1.2.3 If you are going to be in a foreign country for a longer period, you are encouraged to purchase a local "starter-pack" and advise your calls of your temporary local number.
- 4.1.4 On receipt of an upgrade cell phone, the employee shall keep his / her old handset.
- 4.1.5 On termination of your employment, you are expected to hand back your handset and SIM card. You can only retain your number and / or handset if permission has been granted, in writing by the Chief Executive Officer.
- 4.1.6 No person shall be allowed to use the association's 3-G cards to make telephone calls. Any voice costs incurred on a 3-G card will be recovered from the person's salary.
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5 CELLULAR PHONE AGREEMENT – SAMPLE

I, _____, (please print name in full), acknowledge that South African Football Association (SAFA) has provided me with a cellular telephone for the purpose of making and / or receiving business calls on behalf of the association.

I confirm that I have read, understand and agree to comply with the association's cellular telephone policy and, in particular, agree that if I exceed my monthly limit, the excess may be deducted from my salary, unless the excess has been approved, in writing by the Chief Executive Officer.

In addition, I undertake to take all reasonable care of the cell phone provide to me, and to guard against any loss or damage to the instrument. I undertake to advise the Network Provider and my line manager immediately if my phone is stolen or lost, so that unauthorised calls can be prevented. Should the phone be stolen or damaged, I understand that I am still expected to replace it to ensure continuation of my duties. I hereby consent to the association deducting the associated costs, in full, from my salary, of replacing the phone. I acknowledge that the association does not have insurance cover on the cellular phone.

I further undertake to return the phone in good working order to the association on termination of my employment contract with the association, unless an alternative arrangement is agreed to in writing with the Chief Executive Officer.

My monthly limit is _____ inclusive of subscription and Value Added Tax (VAT).

Signed at _____ on this day _____

NAME OF CELL PHONE RECIPIENT

SIGNATURE

HEAD OF DEPARTMENT