

Confidential



Government Employees Pension Fund

Cellular Phone and Computer Data Cards Policy

Effective Date: 2010/12/01

Document Classification:

Confidential

© GEPF

Table of Contents

Topic	Page
Document Versions	3
Document Reference Library	3
Business Areas Impacted by this Policy	3
Glossary of Terminology	3
1. Preamble	4
2. Purpose of Policy	4
3. Scope of Application	4
4. Guiding Principles	4
5. Categories of Qualifying Employees for Cellular-Phone Allowances	5
6. Approvals for Cellular phone Allowance	5
7. Cellular phone Expenditure	5
8. Claims for ad hoc official calls	6
9 Insurance	6
10. International Roaming	7
11. Categories of Qualifying Employees for Computer Data Cards	7
12. Approvals for Computer Data Cards	7
13. Acting Positions and Suspensions	7
14. Employee Categories and Qualifying Data Usage Allocation	8
15. Dispute Resolution	8
16. Effective Date	8
17. Review of Cellular phone Allowance and Computer Data Card Policy	8
18. Approval	9

Document Versions

Version	Revision Date	Prepared / Revised by	Business Unit	Status
1	September 2010	Siyanda Dyeshana	Human Resources	Approved
2	June 2017	Siyanda Dyeshana	Human Resources	Approved
3	January 2023	Siyanda Dyeshana	Human Capital Management	Review

Document Reference Library

Document File Name	Context and Relevance
Labour Relations Act, 65 of 1995	To guide the GEPP when managing employee relations matters in respect of compliance with this policy.

Business Areas Impacted by This Policy

Name Business Unit / Area	Context and Relevance
All Business Units within the GEPP	To assist the GEPP to enhance its communication with its internal and external stakeholders.

Glossary of Terminology

Abbreviation/Terminology	Description
PEO	Principal Executive Officer
HCM	Human Capital Management
Employee	Permanent, Fixed Term, temporary employees, and job applicants
Cell Phone	Cellular Phone.
Computer Data Card	20G and 10G
SAPS	South African Police Service
Service provider	Refers to a supplier contracted by the GEPP to provide wireless access solutions and apparatus.
Wireless Access solution	Means a cellular phone facility or continuous high speed connection facility provided by a designated service provider.

- **1. Preamble**

- 1.1 The GEPF recognises that there is a need for employees to always communicate with the office and with external stakeholders including accessing the network and email facilities when required to do so.
- 1.2 For this reason, the GEPF allocates cell-phone allowances to all those employees who qualify in terms of this policy.
- 1.3 The provision of data cards enables key employees to effectively conduct the GEPF's duties and is therefore an essential business tool.

- 2. Purpose of the Policy**

- 2.1 The purpose of this Policy is to provide the principles and rules that are necessary to govern the application, issuance, usage, and management of the communication devices provided to employees at the GEPF.
- 2.2 Furthermore, the purpose of the policy is to ensure that all procedures regarding the utilization of the communication devices are performed in a manner that will ensure efficient and effective usage and maximize the value of the asset to the GEPF.

- 3. Scope of Application**

- 3.1 The provisions of this policy apply to the qualifying GEPF employees in terms of work demands and/or operational requirements.

- 4. Guiding Principles**

- 4.1 In order to realise the objective of creating an accessible work environment and enhancing the communication channels with the internal and external stakeholders of the GEPF, this policy must be interpreted and implemented in accordance with the following principles:
 - 4.1.1 Employees must own their cell phones and accessories.
 - 4.1.2 The GEPF will not enter into a service level agreement with any selected service provider neither will it procure cell phones for employees.
 - 4.1.3 The GEPF will pay the amount specified for each user category, as set out in this policy monthly which will be adjusted annually in line with the CPI.
 - 4.1.4 The cellular phone allowance for eligible employees will therefore be paid directly to the user and will reflect on the user's pay advice.
 - 4.1.4 A cellular phone allowance is not regarded as a perk but rather as a tool of business, and the cell phone allowance will not be an automatic right or entitlement for any employee.
 - 4.1.5 Employees receiving the allowance must ensure that their cell phones are in working order and that the Organisation can access them as and when necessary to do so for business purposes.
 - 4.1.6 Cellular phones are not to be used while driving a motor vehicle unless a phone car kit is fitted, or Bluetooth is activated. Fitting a phone car kit is the

responsibility of the respective employee. Should an employee be found to have broken the law in this respect and the Organisation suffers losses or damages as a result of this conduct, the employee will be held personally liable.

- 4.1.6 Computer Data cards will be procured by the Organisation and will be allocated to qualifying employees in terms of this policy.
- 4.1.7 This policy ensures that resources which are made available to employees are utilised efficiently, effectively, economically and for authorised official purposes.
- 4.1.8 Computer data cards are not a service fringe benefit but a work facility (tool).
- 4.1.9 It is the policy of the GEPF to make available cellular phone allowances effectively, efficiently, and economically and/or computer data cards to qualifying employees during the course of their employment.
- 4.1.10 Computer Data cards are to be used only by the individual to whom it was issued, and may not be used in an illegal, illicit, or offensive manner.
- 4.1.11 Ownership of the data cards remains with the GEPF.

5. Categories of Qualifying Employees for Cellular Phone Allowances

- Principal Executive Officer
- Head of Departments
- Manager
- Personal Assistants
- Other employees based on the nature of their work.

6. Approvals for Cellular phone Allowances

6.1 The Principal Executive Officer may approve an application for a cellular allowance for other employees should he/she be satisfied that the employee requesting a cellular phone allowance meets one or more of the criteria set out below:

- a. Due to the performance of official duties the employee will be required to be away from his/her normal place of work for a lengthy period and needs to be in constant contact; and/or
- b. With regard to the position he/she holds in terms of the categories set out herein above; and/or
- c. With regard to his/her position in the Organisation, he/she is required to travel frequently and must be readily available at all reasonable times; and/or
- d. Due to the performance of his/her official duties, be required to be on standby for 24 hours a day.
- e. In case of office closure, he/she is expected to be in constant contact with internal and stakeholders of the Organisation.

Line Managers will on behalf of the employee(s) motivate for cellular phone allowances to be supported by HCM, recommended by Head of Department, and approved by the Principal Executive Officer for the other employee category as mentioned above.

7. Cellular phone Expenditure

7.1 This section sets out the expenditure parameters including VAT for different categories of employees. The cellular phone allowance amounts shall be increased

by the approved CPI % on a yearly basis. The affected levels and the annual allocations are attached as an annexure to the policy.

- 7.2** It is important for employees to note that the cellular phone allowance stated above is over and above the Total Cost of Employment (TCoE) and will therefore be taxable (PAYE).
- 7.3** If the actual expenditure exceeds the above limits and it can be proved that the excess usage was as a result of work related circumstances, the user must motivate the additional usage and may be reimbursed for the excess only after approval has been granted by the relevant Head of Department or the Principal Executive Officer or by the Chairperson of the Board in the case of the Principal Executive Officer. If the above limits for business related calls are exceeded regularly by the same person, a motivation for increased expenditure allowance must be submitted to the Principal Executive Officer for approval.
- 7.4** In the event of an employee being required to act in a post on a higher level in terms of the acting policy, the employee shall be entitled to the bill limit relating to the higher position, for the period of the acting provided the position is vacant and funded.

8. Claims for ad hoc official calls

- 8.1** Not all employees will be entitled to a monthly cellular phone allowance, but where deemed necessary, an employee may make use of his/her cellular phone on an ad hoc basis for official business purposes on the condition that this is pre-approved by the relevant Head of Department or the PEO.
- 8.2** The relevant Head of Department may authorise reimbursement based on the merits of each case. Where an employee request such refund, a detailed account reflecting the official calls made on behalf of the GEPP must be submitted to the relevant Manager for scrutiny before approval for payment is granted.
- 8.3** In order to curtail cellular phone expenditure, this type of claim should be the exception and not the rule. In the instance where a prepaid voucher is used, reimbursement of airtime can be settled on recommendation of the relevant Head of Department after consideration of the reasonability of the claim.

9. Insurance

- 9.1** Employees will exercise discretion to take an insurance against theft, loss and/or damage of the device and paying a monthly premium thereof.
- 9.2** If the handset/device of the employee is lost, he/she shall report such a loss/theft immediately within 24 – 48 hours, to his line manager, Head of Department, and subsequently follow the guidelines and procedures prescribed by the mobile phone service providers of their choice, when dealing with the loss, theft and damage of handsets/devices.

9.3 Should a handset/device be lost, stolen or damaged, it is the employee's responsibility to obtain and activate a loan handset/device.

9.4 A lost handset/device must be replaced promptly, if this is not done within one (1) month, the employee's cellphone and/or data line allowance may be suspended until such time the new handset/device is activated.

10. International Roaming

10.1 The GEPF provisions regarding international roaming is explained in detail in the Travel Policy of the Organisation.

11. Categories of Qualifying Employees for Computer Data Cards

- Principal Executive Officer
- Head of Department
- Managers
- Personal Assistants
- Other employees

12. Approvals for Computer Data Cards

12.1 In order for other employees to qualify for the computer data card, they should be away from the office frequently due to the nature of the work they do and must have the need to access the GEPF network in order to perform their duties while on the move. Employees who need to access the GEPF network after-hours will also qualify.

12.2 Head of Department will on behalf of the employee(s) motivate for computer data cards to be recommended by HCM and approved by the Principal Executive Officer for the other employee category as mentioned above.

13. Acting Positions and Suspensions

13.1 An employee appointed in an acting capacity on the post higher than his/hers shall qualify for the allowance applicable to a post in which he /she is acting.

13.2 The acting appointment and acceptance must be in writing and in line with the approved acting policy.

13.3 The allowance must be terminated at the end of the acting period.

13.4 Where there is an excess payment on the allowance the employee concerned must repay the excess in full.

13.5 Where an employee is placed on suspension for purpose of an investigation, the cell phone and data device allowance will be suspended.

14. Employee Categories and Qualifying Data Usage Allocation

Employee category	Maximum monthly Data Usage
Principal Executive Officer	20G
Head of Department	20G
Managers	20G
Personal Assistants	10G
Other	10G

- 14.1** A user will be required to purchase data at his/her own cost if the monthly data usage has exceeded the maximum allocation of 20G.
- 14.2** The GEPF shall reimburse the user should sufficient proof be provided to motivate that the reason for purchasing additional data was due to GEPF related work.

15. Dispute Resolution

- 15.1** Employees are responsible for the safekeeping of any GEPF assets and will therefore be held accountable for the safekeeping thereof.
- 15.2** Any theft or loss of the data card must be reported to the Administrator of the data card, the SAPS where a valid case number must be obtained, as well as an affidavit to explain the loss or the theft thereof.
- 15.3** Employees will be responsible for the replacement of the data card when it is stolen/damaged or lost, should it be evident that such damage or loss or theft was due to negligence.
- 15.4** All disputes relating to the above will be resolved by the Principal Executive Officer.
- 15.5** Any transgression of this policy shall be handled in accordance with the GEPF's Disciplinary Code.

16. Effective Date

- 16.1** The effective date of the review of this policy shall be upon approval by the Board of Trustees.

17. Review of the Cellular phone Allowance and Computer Data Card Policy

- 17.1** The policy shall be reviewed on a three-yearly basis unless deemed necessary at an earlier stage.

18. Approval

- 18.1** The Remuneration Committee recommends the review of the Cellular Phone Allowance and Computer Data Card Policy to the Board for approval.



MS P KEKANA
CHAIRPERSON: REMUNERATION COMMITTEE
GOVERNMENT EMPLOYEES PENSION FUND
DATE 2023-03-23

APPROVED / ~~NOT APPROVED~~



MR D MOGAJANE
CHAIRPERSON: BOARD OF TRUSTEES
GOVERNMENT EMPLOYEES PENSION FUND
DATE 2023-03-23

Annexure 1

Cellular Phone Expenditure and qualifying role categories:

Employee Category	Maximum Allowance (incl.) VAT
Principal Executive Officer	R 5 391,79
Executives	R 2 713.40
Managers	R 1 543.16
Personal Assistants	R 913.04
Other	R 913.04

N:B: It is important for employees to note that the cellular phone allowance(s) stated above is over and above the Total Cost of Employment (TCoE) and will therefore be taxable (PAYE).

The allowance amounts indicated in this annexure 1 shall be reviewed by Management on an annual basis in line with approved CPI.