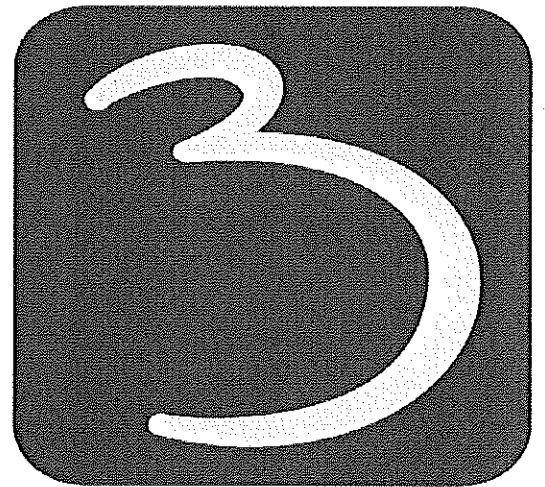


Cell phone Policy



***Boxing
South
Africa***



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1. Introduction

Monthly reports of telephone have revealed that cellular calls are a significant expense for Boxing South Africa (BSA). This is mainly due to high number of calls made, be they "private" or "official". BSA will at all times strive to keep telephone expenditure within limits, as well as to reduce low productivity resulting from private calls to a minimum.

2. Terms and definitions

Employee – means a permanent, temporary, part-time or contract employee or apprentice receiving pay or entitled to it, but excluding a student and independent contractor.

Cellular telephone - is any device that is capable of using the services provided by the public cellular telephone networks. These devices vary from a simple telephone device that allows calls to be made and received and perhaps provide simple features such as a phone number directory, simple appointment calendar, and calculator to more complex phones that can do simple text messaging and synchronizing directory and calendar data with computers, to devices with telephone features and PDA (personal digital assistant) capabilities which would include fully synchronized contact databases, calendars, email, and web browsing, to general computers with cellular phone network cards.

3. Objectives of the policy

The objectives of the policy are:

- To prevent the use of the BSA's cellular phones by unauthorised persons
- To provide effective guidelines on the usage of cellular phones as well as the payments of the cell phone allowances to qualifying personnel.



4. Cellular Allowance

4.1 An application for receiving a cellular phone or an allowance must be lodged to the CFO who will recommend for approval to the Chief Executive Officer.

4.2 Only members of management qualify for a cell phone or an allowance.

4.3 For applicants that have existing private cellular phone contracts, proof of such contracts must be submitted together with an application.

4.4 For those in management who do not have cellular phone contracts, BSA will procure cell phones on their behalf.

4.5 Management shall identify other employees from BSA for whom it shall be absolutely essential and in the interest of BSA that such a person (s) must have cell phone and that the set requirements cannot be satisfied through a less costly communication medium.

4.6 Reasons for a need to get a cell phone or cell phone allowance by other staff members who are not on management must be outlined in a motivation letter and attached to the application form, proving beyond reasonable doubt that there are no other means of communication that can be used by the incumbent and the motivation letter should include the following information:

- Other means of communication that were considered.
- The necessity that the user be available and continually be in contact with BSA.
- Why the cellular phone is the most economical instrument and whether funds are available?

4.7 A motivation letter and the application form must be completed and submitted for approval in terms of Treasury Regulation 8.2.1 to the CEO or the applicable delegated or authorised official.

4.8 A cellular phone allowance is dependent on a working cellular phone that is accessible at all times and if there are any changes they must be reported to the Finance and Administration within 7 days.



5. Cell phone acquisition and maintenance

5.1 After approval as per 3 above the approved form must be submitted to the CFO who will arrange a ceiling amount per month in accordance with the "Schedule of maximum expenditure on cellular phones" per job category. In the case of cell phone allowances, the ceiling amount is added to the salary of that employee and covers subscription fees and official calls. These allocated amounts are revised on an annual basis in accordance with CPIX.

5.2 The participating employee shall acquire the cell phone in his/ her private capacity within seven days after approval. The cellular phone must be provided to the BSA within the same period to the CFO for updating the official telephone list. A certified copy of the cellular phone contract entered into shall, within seven days, be filed on the employee's personal file.

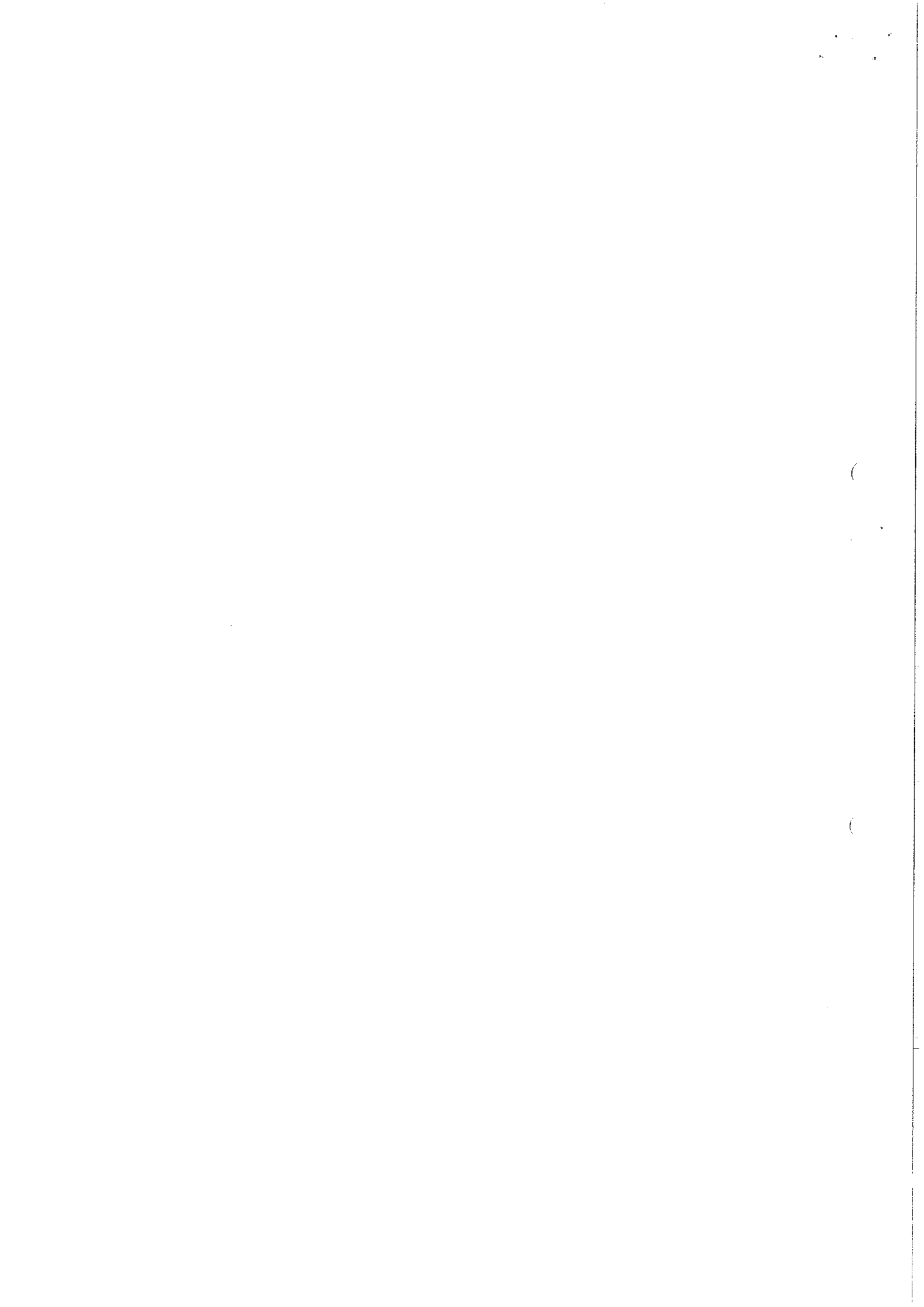
5.3 Insurance on the cellular phone and accessories are the responsibility of the individual employee.

5.4 Lost or damaged cellular phones should be replaced/ repaired immediately and the CFO is informed accordingly.

5.5 The payment of listed ceiling amounts is made on condition that the cellular phone be activated or be on voice mail at all times during and after official hours.

5.6 Existing contracts for cellular phones which BSA entered into will remain in force until the date of expiry of such contracts. On the date of expiry of existing contracts, if deemed necessary, and the cellular phone and accessories, which have been issued to individuals, must be returned to the CFO. These instruments will be sold in terms of prescribed tender procedures. If the contract has been terminated, and an individual would like to retain his/ her cellular number, arrangements, with service providers could be made.

5.7 Note that a cell phone allowance is a taxable benefit.



6. Thresholds

<u>Official</u>	<u>Maximum limit</u>
Chief Executive Officer	R1 500.00
PA to CEO & Chief Financial Officer	R 1 200.00
Other Officials (to be motivated as per policy)	R 800.00

7. Threshold control measures

7.1 At the end of each month, employees that possess a BSA cellular phone must submit the itemised bills to the switchboard operator.

7.2 The switchboard operator must then create a monthly cell phone control list which should include the total account balance per employee, and each employees thresholds as per Para 6 of the policy and variances thereto.

7.3 This list should be signed by the switchboard operator and filed sequentially in the cell phone file along with all the itemised billing for that month.

7.4 The file must be submitted to the financial manager for review.

7.5 Upon review of the applicable month, if an employee's total cellular account balance exceeds his/her threshold; the financial manager must process the excess amount as a deduction from that employee's salary.

7.6 At the end of each month the financial manager will sign the list in the file to confirm that the procedure as per 7.5 has been performed and submit it to the CEO for final review.

7.7 The thresholds shall be reviewed by the Board.

7.8 The monthly maximum limit shall not be accumulative.

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8. International cellular phone allowances

8.1 When qualifying employees are travelling abroad, the capped monthly allowance will be increased by R 1 000.00 if staying abroad for seven days and more.

8.2 Employees on overseas trips should try and use other most economical means of communication such as faxes, e-mails.

8.3 Only under exceptional circumstances will the Chief Executive Officer approve the payment of the full account if the above amount is exceeded.

9. Limits of person in Acting positions

9.1 An employee appointed in an acting capacity on the post higher than his/hers shall qualify for an all-inclusive monthly limit applicable to a post in which he/she is acting on.

9.2 The acting appointment and acceptance must be in writing, and the acting must be for the uninterrupted period of six (6) weeks or more.

9.3 The Chief Executive Officer must approve such an Acting appointment.

10. Approval and implementation

10.1 This policy is effective from the date of approval by the Chairperson of the Accounting authority.

10.2 The CEO will be responsible for implementation and monitoring of the policy.

10.3 The policy will be reviewed on an annual basis and revision thereto must obtain Board approval.

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11. Level of approval

Dr P Ngatane

2011 -05- 0 6

Board Chairperson

Signature

Date

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