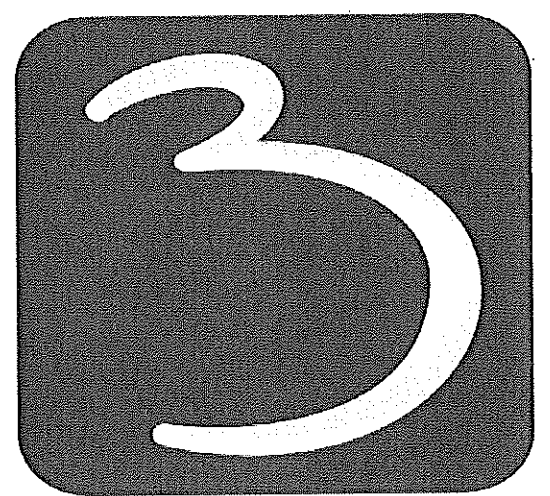
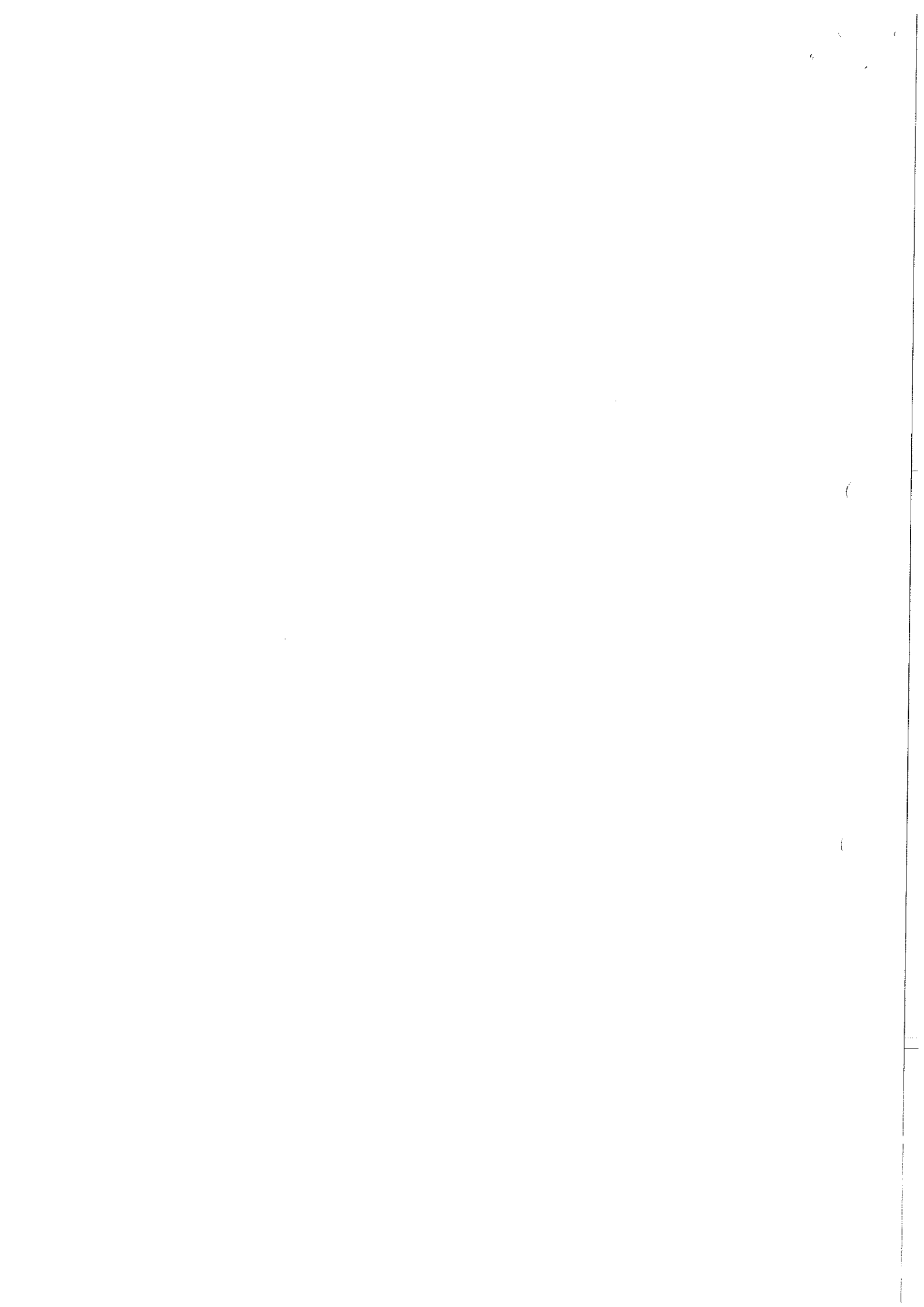


Telephone Policy



***Boxing
South
Africa***



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1. Introduction

Monthly reports of telephones have revealed that landline 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

Land Line Calls – means calls dialled from the fixed telephone lines.

Private Calls – means calls not related to business operations of council.

Unauthorised Persons – means people not employees of council

Private Lines – means telephone lines not linked to the Telephone System (Switchboard).

International Calls – means telephone calls destined to outside the geographic boundaries of South Africa.

3. Objectives of the policy

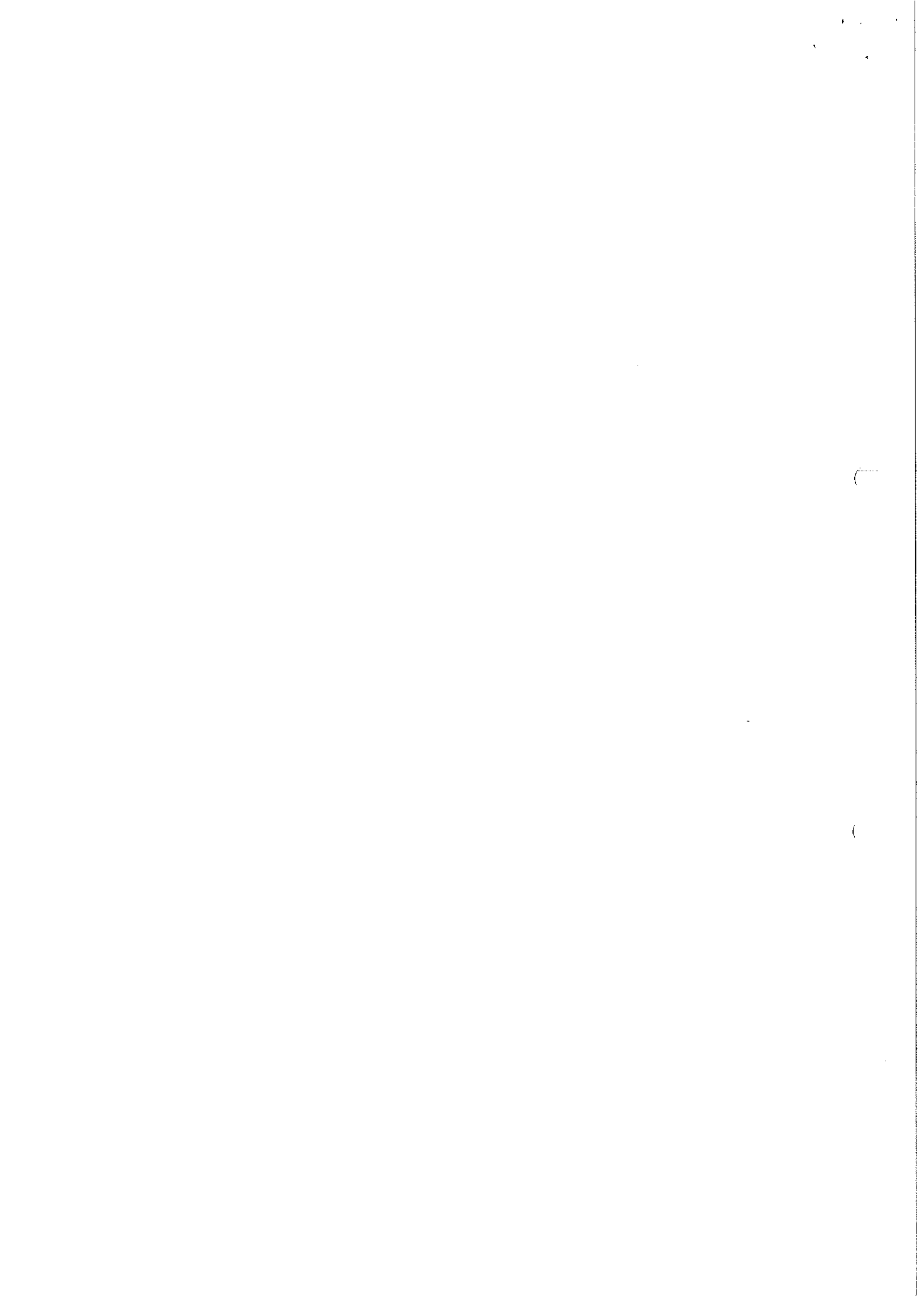
The objectives of the policy are:

- To ensure effective and efficient use of BSA's telephones;
- To curb the abuse of BSA's telephones;
- To reduce telephone costs;
- To prevent the use of the BSA's telephones by unauthorised persons



4. Provision of telephone service

- 4.1** It shall be the responsibility of BSA to provide all offices or a combination of offices with a satisfactory and reliable telephone service.
- 4.2** This policy shall apply to all employees of BSA regardless of their designation or nature of their employment contracts.
- 4.3** BSA may centralise its telephone operating system and install one or more switchboards through which all outgoing and incoming calls shall be routed;
- 4.4** BSA switchboard shall be housed in a safe and secure environment and the switchboard instrument as well as the office in which the switchboard is housed shall be provided with a lockable device or devices, the keys of which shall be in the possession of the Switchboard Operator/s appointed by BSA;
- 4.5** It shall be the responsibility of the Switchboard Operator/s to ensure that no unauthorized person obtains access to the switchboard/s of BSA;
- 4.6** A maximum limit of R 70.00 per month per official/ staff member will be allowed for private calls; anything in excess of the limit will be deducted from an individual's salary.
- 4.7** The maximum limit shall be reviewed by the Board.
- 4.8** The monthly limit shall not be accumulative.
- 4.9** Each individual will be allocated with a private (confidential) code to be used when making calls from the BSA's telephones and will record usage thereof.
- 4.10** Staff members shall only be entitled to make international calls with the specific approval of the CEO.
- 4.11** No staff member shall make a call on behalf of or allow any unauthorized person to make a private telephone call from either a private telephone line or from the switchboard of BSA.
- 4.12** BSA shall have the discretion to determine which staff members with direct dialling facilities shall be allowed to make international, national, provincial and local calls only and telephones lines shall be suitably barred on the basis of this classification.



5. Telephone usage control measures

- 5.1 BSA shall determine which employees may have direct telephone lines to their offices for use in connection with the performance of their official duties;
- 5.2 Except in the case of employees provided with direct telephone lines, all incoming calls should be directed through the switchboard/s of BSA; and outgoing telephones calls to be made using personalised codes issued to all employees ;
- 5.3 It shall be at the discretion of BSA to provide an electronic device for the monitoring of all outgoing telephones;
- 5.4 At the end of each month, the Switchboard Operator shall obtain and print the itemised bills for each telephone line and distribute the accounts to the relevant employees.
- 5.5 Each employee must identify his/her private calls on the itemised bill and submit it back to the switchboard operator.
- 5.6 The switchboard operator must then create a monthly telephone account list which should include the total amount owed per employee for private telephone calls made for the month.
- 5.7 This list should be signed by the switchboard operator and filed sequentially in the telephone file along with all the itemised billing for that month.
- 5.8 The file must be submitted to the financial manager for review.
- 5.9 Upon review of the applicable month, if an employee's total amount of private calls exceeds R70, the financial manager must process the excess amount as a deduction from that employee's salary.
- 5.10 At the end of each month the financial manager will sign the list in the file to confirm that the procedure as per 3.9 has been performed and submit it to the CEO for final review.
- 5.11 The CEO should monitor the monthly telephone expenses and sign the list to identify any unusual movements and investigate them if necessary.

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6. Approval and implementation

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

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

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

7. Level of approval

Dr P Ngatane

2011 -05- 0 6

Board Chairperson



Signature

Date

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