

<b>HUMAN RESOURCE POLICY RASAPOORNA FOODS PVT. LTD.</b>			
<b>Applicable Locations</b>	OUTLETS, CENTRAL KITCHEN & CENTRAL STORE	<b>HR Policy No.</b>	RFPL/HO/HR
		<b>Version</b>	01
		<b>Effective Date</b>	01/04/2024
<b>Title</b>	MOBILE PHONE USAGE POLICY	<b>Review Date</b>	31/03/2025
		<b>Page</b>	1 of 1

## Policy brief & purpose

We recognize that mobile phones (and smart-phones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.). But, mobile phones may also cause problems when used imprudently or excessively. Our employee mobile phone policy outlines our guidelines for using mobile phones at work.

Applicability: This policy applies to all the employees at the Outlets, Central Kitchen & Central store.

## Do's

- Supervisors / Managers at Outlets & central kitchen/store can use their mobile phones for making / receiving work calls or for any other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- Employees other than Supervisors / Managers need to take permission from supervisors for using their mobile phones during working hours.
- Employees can use their mobile phones during breaks or at lunch hour & make personal mobile phone calls during break or lunch times to the maximum extent possible.
- In case of emergency all the employees need to take permission from their superior/ Managers to use mobile phone for personal use during working hours.
- Personal mobile phone use, even when permitted, must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).
- During Working Hours Phones Should be always on Silent/ Vibration Mode.

## Don'ts

- Do not use mobile phones for surfing the internet, watching movies OR playing games during your work hours.
- Never use a mobile phone while operating equipment.
- Do not use mobile phones during meetings.
- Do not use mobile phones for any reason while driving a company vehicle.
- Do not use mobile phones & camera or microphone to record confidential information.
- In No Case Employees should use Mobile Phones while Interacting/serving Guests.
- Frequent or lengthy phone calls are not acceptable as they may adversely affect the employee's productivity and disturb others.

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		<b>Page</b>	2 of 1

- Mobile Phone is sole responsibly of individual employees and they have to take care of their instruments. In no case company / Outlet shall be responsible for loss of instrument due to negligence of employee.

### Disciplinary Action:

Improper use of mobile phones may result in disciplinary action. Mobile phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality may even result in employee termination.

**Amendments:** This policy supersedes all earlier policies made in this regard and company, at its sole discretion, may amend and modify the policy from time to time and may withdraw the policy any time without any notice.

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