

# Softchoice Mobility Allowance Agreement

Softchoice Corporation provides qualified employees with a mobility allowance subject to the following terms and conditions. The terms and conditions are subject to change with reasonable notice. By signing below, you indicate your acceptance to all terms set forth herein.

## Qualified Employee:

A qualified employee:

- A fulltime employee.
- Is an employee who travels on regular basis, to visit customers, prospects, vendors, or partners not less than once per month. Example: Outbound Sales Rep.
- Or is an employee who is required by the nature of their position to be on call or accessible outside normal business hours. Example: IT Support Analyst.

Any employee who does not fit the above description does not qualify for a mobile device regardless of whether they have previously received one or been able to expense their mobile device costs.

## Allowance program:

- Softchoice will deposit once a month a cellular allowance to qualified employees who meet the above criteria and have signed the Mobile phone agreement. The amount of the allowance is based on the employee's role and will be reviewed on an annual basis. The program will allow users to choose their provider and device and it will be up to the individual to choose and manage their cellular device. The device must be email capable and the number listed in active directory to qualify for the allowance.

As this phone will be the property of the employee they will be responsible for all charges on the device and the care and control of the hardware.

## Usage Charges:

- The phone will be the employees and as such they will be responsible for all charges.

## Hardware Upgrade Options:

- Should the employee wish to upgrade the hardware from the standard hardware, the employee may do so at their expense. Softchoice will not be issuing hardware allowances.

## Leaving the Company:

- At the time you move on from Softchoice the phone hardware and number are the property of the employee and will remain with the employee.

## Safety Requirements:

Mobile devices must be used in compliance with local, provincial and Federal laws.

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Employee

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Date