

**Bridge House/Grace House Cell Phone Agreement**

Bridge House Corporation may provide a company issued cell phone to approved employees where the use of a cell phone would provide for necessary communication among staff members.

- A. The CEO shall be responsible for the approving the purchase and use of a cell phone to be paid for by Bridge House / Grace House.
- B. Employees to whom cell phones are issued shall be responsible for the use and custody of the equipment. Upon receipt of the phone, the intended user will provide the CEO with the code created for the phone. This is a Bridge House / Grace House phone, purchased through Bridge House / Grace House with the bill being paid by Bridge House / Grace House.
- C. The employee to whom a cell phone is issued shall immediately notify the CEO if the phone is lost, stolen, or broken.
- D. Employees to whom cell phones are issued shall immediately surrender all equipment upon resignation or termination of employment, or as requested by the CEO.
- E. The Finance Department will monitor the billing for unusual or high charges and will inform the current user of such. This will be brought to the attention of the CEO if needed.

I have read and understand the cell phone agreement as adopted by Bridge House Corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Code