

# Bring Your Own Device (BYOD) Agreement

## Overview:

MGE Underground recognizes the importance of flexibility and convenience in the workplace and understands that employees may wish to use their personal devices for work-related activities. This Bring Your Own Device (BYOD) agreement outlines the terms and conditions under which employees may enroll their personal devices in the company's BYOD program.

## Participation in the BYOD Program:

Employees who choose to participate in the BYOD program will receive reimbursement for enrolling their personal devices into the company's Mobile Device Manager (MDM) and utilizing company phone apps as required. The reimbursement amount of \$8.08 will be added to your pay each week (\$35/month) you are participating in this program (There will be no tax liability to the employees who participate).

## Mobile Device Manager (MDM) Capabilities:

1. **Company App Management:** Ability to manage and distribute company applications on enrolled devices.
2. **Personal and Work Data Segregation:** Establishment of discrete, encrypted containers on personal devices to separate work apps and data from personal apps and data.
3. **Compliance:** Implementation of compliance measures with company policies and industry standards. (ex. Email account and Multi-Factor Authentication enforcement)
4. **Corporate Wipe:** Ability to remotely wipe company data ONLY from the device in case of loss or separation from employment. Personal data is not affected.
5. **Status Scan Device:** Capability to scan the device to check company application status/compliance.
6. **Install/Uninstall Company Applications:** MGE IT Admin can install or uninstall company applications within the container on the personal device.
7. **Broadcast Messages:** Ability to send broadcast messages to enrolled devices.
8. **View Device Info:** Access to device information, including Model Name, OS Version, storage capacity, battery level.

## Privacy Protections:

The BYOD program ensures the privacy of employees by:

1. **Containerization:** Establishing encrypted containers on personal devices to separate work and personal data.
2. **Limited Access:** The IT Department has access only to the apps and data within the container (company information) on personal devices.
3. **No Tracking:** The MDM (Mobile Device Management) does not track any phones enrolled through BYOD.

## Non-Participation:

Those who fall into the categories below must use a company-assigned phone for business purposes.

1. Employees who choose not to participate in the BYOD program.
2. Employees whose personal device is not capable (ex. operation system limitations)
3. Employees whose personal device cannot run the app functions as required
4. Employees whose personal devices do not support BYOD (ex. Android devices)
5. Employees who are not comfortable maintaining MDM and requirements on personal device.

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Employees who are unable to maintain MDM and app requirements on personal device.

**NOTE: Union Employees** - Pursuant to the IBEW Collective Bargaining Agreement, Section 3.9 Care of Tools, PPE, employee will be responsible for the cost of replacement of any cell phone provided to them by MGE if it is lost or damaged beyond normal wear and tear in the amount of \$429.99 which will be deducted from employee's final wages.

I acknowledge that I have read and understand the BYOD Agreement, and I agree to comply with its terms and conditions.

**Employee First and Last Name**

**Date**

I Choose to:

Opt In (Using your personal device)

Opt Out (Using company provided device)

**Signature**

# Receipt for Company Property

## Division

## Item Description

I acknowledge that while I am working for MGE Underground, I will take proper care of all company equipment that I am entrusted with. I further understand that upon termination, I will return all company property and that the property will be returned in working order. This agreement includes, but is not limited to the following: laptops, cell phones, vehicles, other equipment listed below.

I understand that failure to return equipment will be considered theft and may lead to prosecution by the company. I promise to report any loss or damage immediately. I further agree to use equipment appropriately.

As with any company property, there should be no expectation of privacy. All company assets are subject to inspection as necessary at the discretion of management.

## Employee Name

## Signature