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## Phone Policy

J&TJ Headquarters, Copenhagen DK

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This policy outlines the guidelines and procedures for providing mobile phones for employees at JOE & THE JUICE (J&TJ) HQ Copenhagen and regional offices, for both work-related and personal use. The policy aims to ensure efficient, secure, and responsible usage of mobile devices within the company. This policy should be read in conjunction with the FlexBuy Policy, which governs the gross salary deduction scheme for device purchases.

Effective Date: October 2025. This policy will be reviewed and updated as necessary to align with company needs, product offerings, and applicable laws.

### Eligible Employees

This policy outlines the eligibility criteria for company-paid mobile phones. A company phone is a taxable work tool. Any company paid mobile phone is the property of the company.

### Employee Groups

Eligibility for a company-paid phone is determined during the hiring process. If a phone becomes necessary during employment, approval from your manager's manager will be required.

### Wear and Tear

Replacement of issued phones depends on approval by your manager's manager.

### Flexbuy and phones

If you already have a company phone, you must wait three years from the date of receipt before becoming eligible for an upgrade and requires manager approval.

Regardless of whether you use your work phone for personal purposes, you are required to pay the multimedia tax.

Phones bought outside of IT retail approval are not eligible for company reimbursement.

### Other Equipment

- The company does not provide headsets or additional equipment not included with the phone

### General Terms

- Multimedia Taxation: As per Danish law, company-provided phones or subscriptions are subject to multimedia taxation
- The Company reserves the right to change or terminate this policy without notice
- This policy supersedes previous agreements and must be followed accordingly

### Confidentiality and Security



Employees must comply with the company's data security and confidentiality guidelines. Lost or stolen devices must be reported immediately through the FlexBuy Employee Portal and to the IT Department, and a Data Breach Incident Form must be completed on e-campus. This policy applies to all work phones.

### **Device Enrollment and Management (Apple Devices)**

All Apple devices provided for work purposes will be enrolled in the company's management platform (Hexnode) to ensure security and compliance.

- IT will receive the device first to enroll it in Hexnode
- Enrollment enables the company to remotely manage and potentially wipe devices in case of theft or security breaches
- The company will not block apps or restrict personal use but will enforce security policies to protect company data

### **Device Privacy**

JOE & THE JUICE cannot access personal data on enrolled devices. Only limited specifications are visible. For more information, refer to the official Hexnode privacy policy: (<https://www.hexnode.com/blogs/how-hexnode-uem safeguards-user-privacy-for-byod-devices/>)

### **Termination or Changes in Employment**

Unless you have bought out your phone, upon leaving the company, employees must return their company-paid phones to the company.