

Appendix A | Employee Acknowledgement

Last Updated: June 2, 2025

EMPLOYEE ACKNOWLEDGEMENT

Ch'íyáqtel (Tzeachten First Nation) Mobile Device Policy

EMPLOYEE COMMITMENT

I, _____, [EMPLOYEE NAME], acknowledge that on _____ [DATE], I received a copy of Ch'íyáqtel's *Mobile Device Policy*, and that I read it, understood it and agree to comply with it. I acknowledge Ch'íyáqtel's right to access my Personal Device(s) that is used for Ch'íyáqtel work or work-related purposes and any Ch'íyáqtel Device(s), including monitoring, copying and erasing Organization Content and personal information on the Device(s), as required to administer the *Mobile Device Policy*.

I further understand that:

- The equipment that has been issued to me by Ch'íyáqtel is for business use, and that I may be required to reimburse Ch'íyáqtel for all personal and non-business charges or fees.
- Before the end of my employment with Ch'íyáqtel, I will be required to return all company issued equipment and accessories before I receive my final pay cheque.
- I may be responsible for any damage, abuse, neglect, loss or theft of any company issued equipment whilst in my care.
- Ch'íyáqtel may monitor my Ch'íyáqtel issued mobile Device usage on a routine and/or special case basis.
- The use of a mobile Device while operating a motor vehicle or machinery without an approved hands-free Device is illegal in British Columbia, and I have been made aware of the laws of my province.
- This signed form will be placed in my personnel file, and any violation by me of Ch'íyáqtel's *Mobile Device Policy* may result in loss of access, disciplinary action up to and including termination, or other legal action.

NAME (Print)

POSITION (Print)

SIGNATURE

DATE