

MOBILE DEVICE ACCEPTABLE USE POLICY

This policy outlines the use of mobile devices by employees of Felix O'Hare & Co Ltd. This policy should be read understood by all employees who:

- Want to use, or are using, a personal mobile device for work purposes
- Use a company owned Mobile Device
- Bring a personal mobile device on to company property

Felix O'Hare & Co Ltd grants its employees the privilege of using smart phones and tablets at work for their convenience. Felix O'Hare & Co Ltd reserves the right to revoke this privilege if users do not abide by the policies and procedures out lined below.

This policy is intended to protect the security and integrity of Felix O'Hare & Co Ltd's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

Felix O'Hare & Co Ltd employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

Acceptable Use

The company defines acceptable use as activities that directly or indirectly support the business of Felix O'Hare & Co Ltd .

Felix O'Hare & Co Ltd defines acceptable personal use on company time as reasonable with main use as internet searching only. Downloading of apps other than those which are company approved is not acceptable.

Employees are blocked from accessing certain websites while connected to the corporate network at the discretion of Felix O'Hare & Co Ltd. Such websites include, but are not limited to all sites not available on a company computer when operated by a user.

Devices may not be used at any time to:

- Store or transmit illicit materials, including private customer data unless the data is encrypted using company-approved methods
- Store or transmit proprietry information belonging to another company
- Harass Others
- Etc

Employees may use their company issued mobile device to access the following company-owned resources: email, calendars, contacts, documents, etc.

Felix O'Hare & Co Ltd has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.

Employees who are charged with traffic violations resulting from the use of mobile devices while driving will be solely responsible for all liabilities that result from such actions.

Employees who work in hazardous areas must refrain from using mobile devices as doing so can be a major safety hazard.

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March 2026

Next Review Date:

March 2027

Rev.01

Mark Campbell
Managing Director



FELIX O'HARE
& CO LTD



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Employees may not use their personal devices purposes during periods of unpaid leave with authorisation from management. Felix O'Hare & Co Ltd reserves the right to deactivate the company's application and access on the employee's personal device during periods of unpaid leave.

Personal Devices

Employees may have the opportunity to use their personal devices for work purposes when authorised in writing, in advance, by the employee and management. Approved personal devices at this time are limited to Mobile Phones providing they meet the requirements outlined in the above section.

Employees who have not received authorisation who have not received authorisation in writing from management and who have not provided written consent will not be permitted to use personal devices for work purposes. Failure to follow policies and procedures may result in disciplinary action.

Company Devices

Certain employees may be issued a company owned mobile device. Use of these devices is contingent upon continued employment with Felix O'Hare & Co Ltd and the device remains the sole property of Felix O'Hare & Co Ltd. Company provided mobile devices are part of a "family plan" with shared minutes and include data usage. Excessive use of minutes or bandwidth for non-business activity is discouraged.

Security

In order to prevent unauthorised access, FOH devices must be password protected and include 2 factor authentication turned on, using the features of the device and strong password is required to access the company network.

- The device must lock itself with a password or pin if it's idle for five minutes
- After five failed login attempts, the device will lock. Contact I.T to regain access

Employees' access to company data is limited based on user profiles defined by I.T and automatically enforced.

The employee's data will be remotely wiped if:

- 1) The device is lost
- 2) The employee terminates their employment
- 3) I.T detects a data or policy breach, a virus or similar threat to the security of the company's data and technology infrastructure

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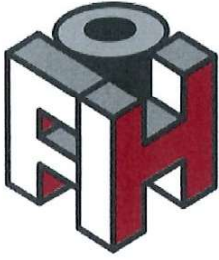
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All devices will have Mobile device management (MDM) software installed on their devices. The software will monitor all emails, text messages and photos, along with the physical location of the device. This software will be installed by the I.T Department prior to use.

Employees may not make any modifications to the device hardware or software is, or installing additional hardware or software, beyond authorised and routine installation updates is prohibited unless approved by the I.T department. Employees may not use unsecure internet sites.

Family and Friends should not use devices that are for company purposes.

Inspections

At any time, the employee may be asked to produce the mobile device for inspection. The purpose of these inspections is to insure that the employee is following company policy.

Risks/Liabilities/Disclaimers

While I.T will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, photos, etc.

Felix O'Hare & Co Ltd reserves the right to disconnect devices or disable services without notification.

Lost or stolen devices must be reported to Felix O'Hare & Co Ltd immediately.

When an employee uses their company issued device, they are expected to do so in an ethical manner at all times and adhere to Felix O'Hare & Co Ltd's acceptable use policy as outlined above.

The employee is personally liable for all costs associated with their device.

Felix O'Hare & Co Ltd reserves the right to take appropriate disciplinary action for non compliance with this policy.

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