

<b>Brief</b>	This document shall serve as a guide in the use of tracker.
<b>Purpose</b>	To define standard guideline and policy for the use of tracker.
<b>Scope</b>	Applies to all SMSA employee using tracker.
<b>Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Employee assigned with a tracker shall be responsible and liable with the tracker.</li> <li>2. Station Agent shall be responsible             <ol style="list-style-type: none"> <li>2.1 To monitor and update the use and assignment of the trackers.</li> <li>2.2 To report any issue found in the tracker.</li> <li>2.3 To check from time to time the conditions of the trackers being used.</li> </ol> </li> <li>3. Station Manager shall be responsible to sign and attest the use of the tracker.</li> </ol>
<b>Guide</b>	<p><b>A. Assigning of Tracker</b></p> <p>A.1 Employee should attend, pass and understand the training on how to take care and proper use (such as do's and the don'ts) of tracker prior to assigning of tracker.</p> <p>A.2 Employee assigned with a tracker shall fill up and sign tracker acknowledgement form (please see below tracker acknowledgement form in the form section of this guide for details), the form shall be attested and signed by the Station Manager prior to handover of the tracker to the employee.</p> <p>A.3 Filled up tracker acknowledgement form shall be properly filed by the Station agents for future reference.</p> <p>A.4 List of Trackers and assignments shall be sent by station agents every time there is an update on the assignment to CORE Team, Regional Coordinators, and Operations Administrator and Station Managers for monitoring purposes.</p> <p><b>B. Use and Return of Tracker</b></p> <p>B.1 Employee shall be liable in case of damage and loss occurred on the tracker or any of its parts or accessories due to negligence or misuse.</p> <p>B.2 Employee shall surrender the tracker in good condition and complete along with the accessories and parts to admin upon termination, vacation or resignation.</p> <p>B.3 Employee shall be dealt with corresponding disciplinary action as per company policy, upon knowledge by investigation if the tracker or any of its functions, parts</p>

	<p>or accessories were use for personal or out of company purposes.</p> <p>B.4 Tampering, Swapping or replacing of parts and its accessories without the written consent or instruction of the Station Manager or CORE Team shall be dealt with corresponding disciplinary action as per company policy.</p> <p>B.5 Employee shall immediately report to Station Agent or Station Manager any malfunction or defects found during use for proper investigation and disposition.</p> <p>B.6 Station Agent shall be responsible for the accounting and monitoring of all trackers, parts and accessories assign to the station including those which were sent back for repair, upgrade or replacement. A corresponding monitoring report must be made available and updated regarding the whereabouts and status of the tracker assigned to the station.</p> <p>B.7 Placing any foreign material on to the tracker such as but not limited to stickers, casing, plastic cover, and clips without approval or written consent or instruction from the Station Manager or CORE Team shall be dealt with corresponding disciplinary action as per company policy.</p> <p>B.8 Employee shall immediately report lost due to theft as well as shall produce a police report of the incident to ensure data on device are properly secured by CORE Team as well as updating of the status.</p> <p>B.9 Non Compliance on any of the stated policy shall subject the employee to disciplinary action as per company policy.</p>
<b>Form</b>	<p>1. Tracker Acknowledgement Form:</p> <div style="text-align: center;">            Tracker          Acknowledgement Fo       </div>