

## 7.14 Workday Mobile App

### 1. Purpose:

The Workday App provides secure mobile access to the Workday system allowing you the freedom to stay connected no matter where you work – at a desk, in a plant, or on the road. You can view your pay advices, check your time, request time off, manage/enroll in your benefits, perform business tasks, find important policies and processes, keep up with important announcements, and much more!

### 2. Scope:

This applies to all employees of The Heritage Group Family of Companies.

### 3. Guidelines

- You have the option of downloading the free mobile Workday app to your personal and/or business smartphone or personal computer. It *is not* mandatory.
- Downloading the mobile app *does not* entitle employees to a mobile device allowance.
- If you choose not to download the mobile app, you are expected to check your Workday account on a regular basis via a company-issued kiosk or laptop.
- Hourly Employees (Non-Exempt): Workday, no matter how you access it, may be used any time for personal (non-work related) purposes, such as requesting time off, viewing own payslips or benefit information, etc. However, hourly employees should not use the Workday App during non-work hours for work-related activities, such as approving time off requests, requesting a schedule change for others, training, or other work activities normally conducted during work hours, without supervisor approval on such work-related activities.

### 4. Download the Workday App

You can download the free Workday app by visiting your device's app store.

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