WORKPLACE CELL PHONE POLICY

PURPOSE
This document sets forth a model company policy for cell phone usage and applies to all company employees. For purposes of this policy, the term “cell phone” is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection. The company reserves the right to modify or update these policies at any time.
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Use of Cell Phones or Similar Devices

1. General Use at Work
The Company allows the employees to bring their personal cell phones to work. While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to other employees.
We expect employees to keep personal conversations to a minimum. Personal calls should be taken in designated areas such as break rooms when possible to avoid distracting other employees.
Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas.
Employees should ensure that their friends and family members are instructed of this policy.
While occasional, brief personal calls are acceptable. Employees must turn off the ringers on their cell phones while away from their cell phones. Employee must turn off the ringers on their cell phones or leave elsewhere while in meetings, or training. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.
The Company is not liable for the loss of personal cell phones brought into the workplace.
These personal usage rules also apply to “texting” or “messaging.” Excessive use of personal cell phones at work is ground for discipline and possible termination.

2. Unsafe work situation
The Company prohibits employee use of cell phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm’s way at such work environments.

3. Use While Driving
An employee who uses a company supplied device or a company supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or
responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Use of company owned vehicles or devices for personal business is discouraged.

**Company Issued Cell Phones**
The Company may issue phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work related matters. Cell phones issued by the Company are Company property. Employees must comply with Company requests to make their Company issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Company for any reason must return in their Company issued cell phones.

**Personal Use of Company Owned Cell Phones**
Company issued cell phones are to be used only for business purposes. Although occasional, brief personal phone calls using a Company issued phone are permitted, personal use that exceeds this standard will result in discipline, up to and including termination. Employees are expected to reimburse the Company for any costs or charges relating to personal use of their cell phones.

**Prohibition of Camera Phones**
Employees may not use any cameras, video and audio recording devices, or video or recording features of cell phones, MP3 Players or Personal digital assistants with wireless communications capabilities (PDAs) or other digital devices that contain such capability at work that can cause violations of privacy and breaches of confidentiality. Camera phones can present risks to a company, potentially compromising customer information.

**Special Responsibilities of Managerial Staff**
It is important for management to provide a good example of mobile/cellular phone use and to guard against excessive or inappropriate use of personal mobile/cellular phones by their officers.

**Effect of Policy**
Violations of the foregoing rules will be considered a serious offence and may result in the imposition of discipline up to and including termination.

**Reminder**
The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. So, while we cannot force you to adhere to these rules when you are

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not on duty, we strongly urge you to do so for your own safety and wellbeing and that of family, friends and third parties on the roadways.

I have read and will abide by the conditions of the Company Cell Phone Policy as defined herein:

Name:                                    Date:

Signature: