

Employee Usage of Mobile Devices at Work Policy



1. SCOPE

The term “mobile devices” as used in this Policy includes but is not limited to mobile/cellular phones, laptop/notebook/tablet computers, smart phones and PDAs, and any mobile device capable of storing corporate data and connecting to an unmanaged network. Mobile devices can further be defined as having the ability to receive and/or transmit voice, text, data messages and/or internet usage without a cable connection.

2. USE OF MOBILE DEVICES IN THE WORKPLACE

3. Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees who make excessive or inappropriate use of a mobile device may be limited to using such devices only on scheduled break periods.
4. The use of a mobile device in any capacity is prohibited while operating ABC Company-owned equipment (i.e. tractors, lawn mowers, gators, forklifts, golf carts, etc.).
 - The use of a mobile device in any capacity while driving during ABC Company-related business is prohibited. If an employee needs to use a mobile device while traveling on ABC Company-related business, he/she must pull over to make the call or at a minimum, use hands-free equipment. Employees must comply with all applicable federal, provincial, and local laws.
1. To protect the privacy of the staff, customers, and visitors, employees are prohibited from using their mobile device as a means to photograph and/or record an individual(s) in any form (audio and/or video) without that individual’s knowledge and consent.
2. The use of mobile devices to photograph and/or record confidential information, private information and/or related item is prohibited.
3. ABC Company will not be liable for the loss of personal mobile devices brought into the workplace.

- Any connection to the ABC Company's information services must adhere to the ABC Company Computer Use Policy.
 - Employees have no expectation of privacy related to mobile devices issued by the ABC Company or when connected to the ABC Company's information services.
1. Failure to follow the provisions of this Policy may result in disciplinary action, up to and including termination of employment.