**Company Provided Cell Phone/Mobile Device**

The purpose of this policy is to provide guidance to departments and employees regarding eligibility for Company-provided cell phones and plans, and the appropriate use of the phone and plan.

An employee must have a legitimate business need for a cell phone/mobile device and the issuance of same to the employee must be approved by the employee’s supervisor. The typical legitimate reasons an employee may need a cell phone/mobile device include frequent traveler needs, on-site employees or when the employee is a member of key personnel who must be immediately reachable in the event of an emergency or for on-call purposes.

When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the Company, the individual is responsible for the cost of that usage, including all applicable taxes. The employee should make note of personal calls and reimburse the Company after review of the monthly call detail.

Employees who drive a vehicle during the course of their employment may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a “hands-free” listening/speaking option, and the “hands-free” device is in fact utilized by the employee. This option must be approved by your supervisor.

The company owns and remains entitled to all cell phone/mobile devices, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the company in operable condition. In the event, you damage company equipment while in use, you may be asked to replace or repair the device.

In some cases, your supervisor may approve you to use personal cell phones in lieu of employer-provided devices to access company computer networks and email systems, the company will reimburse a flat amount for any data charges that arise from work-related items.

In the event you use your own devices for work purposes, you may be asked to remove all work-related data upon termination. You will also be expected to keep devices secured while employed and maintaining confidential company information.