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| COREvecLOGO | **Section:**  Human Resources | Effective Date: 05/31/2017 |
| **Title:**  Mobile Device Policy | **Previous Versions Dated: xxx** |
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| **Review/Approval Date: 05/31/23017** |

**This policy outlines the use of personal cell phones at work, including special issues related to camera phones, the personal use of business cell phones and the safe use of cell phones by employees while driving.**

**1. Personal Cellular Phones**

While at work employees are not allowed to use their personal cell phones on the work floor. They are to be kept in your desk, purse or personal belongings on silent, except during lunch and/or breaks, but can only be used outside the facility or in the breakroom. The company will not be liable for the loss of personal cellular phones brought into the workplace.

**2. Company Phones:**

Employees may use company provided telephones during work hours for business reasons and/or emergency situations only. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Therefore, employees are also expected to limit personal calls coming into the facility during the workday as much as possible. Flexibility will be provided in circumstances demanding immediate attention.

**3. Camera Phones**

The company prohibits employee possession or use of cameras in the workplace, including camera phones, as a preventative step believed necessary to secure employee [privacy](http://www.justanswer.com/topics-privacy/), trade secrets and other business information.

**4. Safety Issues for Cellular Phone Use**

Employees whose job responsibilities include regular or occasional driving and who are issued a company provided cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment should be used.

Employees whose job responsibilities do not specifically include driving as an essential function, but who are issued a cell phone for business use, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving are solely responsible for all liabilities that result from such actions.

**Employee acknowledgment:**

I received the Company Employment policy regarding the use of cell phones on the date indicated below. I understand it is my obligation to carefully read the policies, procedures and other information contained in the policy; and will ask a Human Resource representative for an explanation if I have any questions.

I understand that the Company reserves the right to modify or terminate any policies or procedures, in whole or in part, at any time, with or without notice. Since the information is subject to change, I acknowledge that revisions to the policy may occur. I also understand that only the principals of the Company and the Human Resource Department are authorized to set and make revisions to this policy.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_