

Cell Phone Policy

Company-Issued Cell Phones

The Company may issue cell 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 turn in their Company-issued cell phones.

Personal Use of Company-Issued 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.

Security of Company-Issued Phones

Employees are responsible for the security of Company-issued cell phones and the information stored on them. Always keep your cell phone with you when traveling; never leave it unattended in your car or hotel room. If your Company-issued cell phone is lost or stolen, notify the IT department immediately. Never store confidential Company information on a cell phone.

When using a cell phone, remember that your conversations are not necessarily private. Those around you can hear your end of the conversation. To protect the confidentiality of Company information (and avoid annoying others), please make cell phone calls in a private place.

Cell phone transmissions may be intercepted. For this reason, employees should not conduct highly sensitive or confidential conversations by cell phone. If you have any questions about what types of conversations are appropriate for a cell phone and which are not, please ask your manager.

Personal Cell Phones at Work

Although our Company allows employees to bring their personal cell phones to work, we expect employees to keep personal conversations to a minimum. While occasional, brief personal phone calls are acceptable, frequent or lengthy personal calls can affect productivity and disturb others. For this reason, we generally expect employees to make and receive personal phone calls during breaks only.

Employees must turn off the ringers on their cell phones while away from their cell phones. If you share workspace with others, you must turn off the ringer on your phone while at work.

Employees must turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. Employees must also turn off their cell phones or leave their phones elsewhere while meeting with clients or serving customers.

It is inappropriate to interrupt a face-to-face conversation with a coworker in order to take a personal phone call.

Remember, others can hear your cell phone conversations. Try to talk quietly, and save intimate discussions for another time.

Employees who violate this policy will be subject to discipline, up to and including termination.

Don't Use a Cell Phone While Driving

We know that our employees may use their cell phones for work-related matters, whether these devices belong to the employee or are issued by the Company.

Employees are prohibited from using cell phones for work-related matters while driving. We are concerned for your safety and for the safety of other drivers and pedestrians, and using a cell phone while driving can lead to accidents.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

[Optional Policy Language for Hands-Free Equipment]

Hands-Free Equipment

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather, traffic conditions, or any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

[End Optional Policy Language for Hands-Free Equipment]

Using Your Cell Phone for Business

Our Company's overtime rules apply to any type of work done after hours, including using a Company-issued cell phone to make business calls. All overtime work -- including such work-related calls -- must be approved in writing, in advance. Working overtime without permission violates Company policy and may result in disciplinary action.

Employees may not use their own personal cell phones to make business calls. If you feel that you need a cell phone to perform your job, please ask your manager to get you a Company-issued cell phone.