

(Name of the Organization)

EMPLOYEE CELL PHONE POLICY

Policy Purpose

This employee cell phone policy outlines (company name) guidelines for using cell phones and other mobile devices at work.

We recognize that smartphones are an integral part of everyday life and are a great asset if used for productivity apps, calendars, business calls, and the like. But smartphones are a detriment to focus and efficiency if used unwisely and excessively during business hours.

Scope

Our cell phone policy applies to all owners, managers, and employees.

Policy Guidelines

Employees who use smartphones excessively during work hours may:

- Disturb colleagues by making unnecessary calls.
- Get distracted from their work.
- Cause problems or accidents when they use their cell phones inside company vehicles or in areas where phones are prohibited.
- Create security issues by misusing personal devices or the company's internet connection.

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(Company name) expects all employees to use cell phones in a sensible manner during work hours.

Employees are advised to:

1. Use personal and company-issued devices for business purposes only.
2. Maintain company-issued equipment in like-new condition.
3. Talk, text, and use the internet on their personal cell phone or mobile device for only a few minutes per day.
4. Turn off or silence any cell phones/devices when asked.

Employees are not allowed to:

1. Play games on their cell phone (personal or company-issued) during work hours.
2. Use their device's camera or microphone to record confidential business information.
3. Use their device (personal or company-issued) for any reason while driving a company vehicle.
4. Use their device in an area where cell use is explicitly prohibited (e.g., some courthouses, laboratories, meetings).
5. Disturb colleagues by speaking on their phones for personal reasons during work hours.
6. Download, upload, or view inappropriate, illegal, or obscene material on any device or over the business's internet connection

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Permissible activities:

Employees are allowed to:

- Make business calls.
- Check important messages.
- Use productivity apps.
- Make brief personal calls away from the workspace of colleagues.
- Use their phones and devices during breaks.
- Use their phones and devices during the lunch hour.
- Use their phone or device while in a parked vehicle.

Disciplinary Consequences

(Company name) reserves the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interfere with normal business operations, management will suspend the employee's right to use a cellular device.

Employees are subject to severe disciplinary action (up to and including termination) in cases where they:

- Violate the company confidentiality policy.
- Cause a security breach.
- Cause an accident through reckless use of a mobile device.