

Employee Cell Phone Use Policy

This employee cell phone use policy is effective as of the _____.

Company Cell Phones

- Employees provided with company cell phones must respect that these phones are meant for business purposes.
- Employees are encouraged to use their company cell phones sparingly when it comes to personal calls and texts.
- Employees must not make international calls using their company cell phones, unless those calls are explicitly for business purposes.
- Employees understand that the company cell phones are property of the company, and are therefore revocable at any time.

Cell Phone Use in the Office

- Personal cell phone calls are to be kept to a minimum during office hours, and must never disrupt the work of the employee or those around him/her.
- Employees must avoid loud or distracting ringtones, and should instead keep their phones on silent or vibrate whenever possible.
- We recognize that most cell phones these have cameras, but taking pictures while at work is describe whether this is allowed, under what circumstances, particularly if the work is of a sensitive or classified nature.

USE OF A CELL PHONE, COMPANY OWNED OR OTHERWISE, IS EXPRESSLY PROHIBITED DURING THE OPERATION OF ANY COMPANY VEHICLE. VIOLATION OF THIS RULE MAY BE GROUNDS FOR DISMISSAL. DRIVING WHILE TEXTING AND/OR TALKING ON THE PHONE IS INCREDIBLY DANGEROUS, EVEN IN YOUR OWN PERSONAL VEHICLE.

By signing below, Employee acknowledges receipt and understanding of this Employee Internet Policy.

Employee Name

Employee Signature

Company Representative Name

Company Representative Signature