



## CORPORATE POLICY

<b>POLICY NO.</b> 01-06-01	<b>DEPARTMENT</b> Administration
<b>SUBJECT</b> Cellular Telephone Use and Abuse Policy	<b>EFFECTIVE DATE</b> June 14, 2010
<b>APPROVED BY</b> Resolution No. 191-2010	<b>PAGES</b> 1 of 2
<b>REPLACING/AMENDING</b> New	<b>DATE</b> June 14, 2010

### POLICY STATEMENT

The following prescribes, assigns responsibility and provides procedures for the effective management and use of cellular telephones at work. Personal cell phone usage at work can be useful but can also be very disruptive and abuse and/or neglect of this policy will lead to disciplinary action.

### APPLICATION

The Cellular Telephone Use and Abuse Policy applies to all employees of the Corporation.

### PURPOSE

The purpose of this Corporate Policy is to establish acceptable guidelines for cellular telephone usage at work.

### DEFINITIONS

Cellular telephone – Any wireless two-way conversation system, including but not limited to; digital and analog communications, including Personal Communication System (PCS) and standard cellular telephones

### SCOPE AND RESPONSIBILITY

#### *(a) General Use at Work*

While at work, employees are expected to exercise the same discretion in using personal cell phones as they use with company cell phones. Excessive personal calls/texting during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls/texting during work time, and should use personal cell phones only during scheduled breaks or

lunch periods in non-working areas. Other personal calls/texting should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The Corporation is not liable for the loss of personal cell phones brought into the workplace.

To ensure effectiveness of meetings, employees are asked to not have their cell phone with them. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

*(b) Unsafe Work Situations*

The Corporation prohibits the use of cell phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.

*(c) Personal Use of Company-Owned Cell Phones*

The Corporation recognizes the value of cellular telephones provided to employees working off site. The Corporation may issue business cell phones to employees for work related communications. Employees in possession of Company equipment (including cell phones) are expected to protect the equipment from loss, damage or theft. On resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection. Any employee unable to do so will be required to provide the Corporation full compensation for the cellular device and may face disciplinary action.