**Purpose:**

To set out a policy of *The Company* with regard to the use of company cell phones.

**Scope:**

All holders of company cell phones.

**Policy:**

1. Employees who hold company cell phones are reminded that the cell phone is company property and ultimate liability for its misuse rests with the user and the company. Calls made or text messages/images sent from the cell phone are to be treated in the same way as e-mail technology. In other words, employees should not access, store or distribute any offensive or inappropriate (eg defamatory, discriminatory, sexual) material with the cell phone. Non-adherence to this rule will carry serious consequences, up to and including termination.
2. The number of calls made should be limited to those necessary for effective business.
3. When travelling on business, employees should be mindful that roaming charges vary considerably and are generally expensive. Should the employee leave the country, they must notify the company administrator at least 2 business days in advance to ensure that a ‘travel pack’ is selected and added to the plan. Every effort should be made to minimize costs during that time. Depending on the circumstances, the extra costs of the travel pack may be an employee expense, if deemed necessary this will be deducted from the employee payroll.
4. Monthly bills will be reviewed. The company reserves the right to make the appropriate deductions from payroll for any charges that are not covered by the corporate plan. Staff may be asked to justify specific single call charges.
5. Under no circumstances should employees make calls to premium rate numbers (eg 900 numbers or Canada 411). The Company reserves the right to make appropriate deductions from payroll for any amount associated with premium rate numbers.
6. Extreme care should be exercised when using cell phones in cars. By law cell phones can only be used when connected to a “hands free” unit, unless dialing 9-1-1. However if a telephone conversation is becoming protracted, you should stop the car in a safe place and continue the conversation. Using a hand held cell device while driving, is not allowed by the company, as it is considered a serious risk and constitutes an offence under the Highway Traffic Act (HTA). Remember that employees who are found using a hand held cell device may receive a fine and loss of demerit points on their license.
7. Cell phone manufacturers’ manuals contain safety and operating instructions, which should be read and adhered to at all times. These are available online.
8. Cell phones should be kept charged to ensure they are fully operational during working hours.
9. Cell phones must be kept switched on at all times during working hours and kept in the employee’s possession. They are not to be left in the car when the car is unattended and should not be switched off, except when absolutely necessary. While in meetings, cell phones should be switched to silent tones so as not to disrupt proceedings.
10. The phone’s voicemail must be activated and available to take messages at all times.
11. Reasonable care must be taken to prevent accidental damage, loss or theft of cell phone equipment. In the event of the theft or loss of a cell phone, the user must immediately contact the network operator and have the phone disabled. You must also immediately notify the person responsible for issuing cell phones in the company.
12. Employee should also note the IMEI security number in the cell phone. This enables the cell phone to be disabled in the event of loss or theft. The IMEI number on most phones can be found behind the battery of the cell phone or by typing \*#06#

**Development:**

Those responsible for developing this policy are, Human Resources Department in co-operation with the Senior Management Team.

**Communication:**

This policy is available on our staff login page, and provided to every employee who has a corporate cell phone. Employees are given a copy of this policy at the beginning of their employment. Training will be provided as required for employees to participate.

In signing this, you are confirming that you have read and understood this policy in its entirety.

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Signature of Employee Date