



Mobile Policy & Rules for employees and workers

Encourage employees to use mobile when,

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts in meeting
- Turn off or silence their phones when asked

Discourage employees to use mobile when,

- Do not use cell phones for surfing the internet or gaming during work hours.
- Avoid using work cell phones for personal tasks
- Do not use cell phones to record confidential information
- Download or upload inappropriate, illegal or obscene material on a company cell phone using a corporate internet connection.

How to properly use cell phones in the workplace

Employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls. To use productivity apps
- To check important messages.
- To make brief personal calls away from the working space of colleagues.
- Employees can use their phones during breaks or at lunch hour



Disciplinary Consequences:

- Improper use of Mobile phones may result in disciplinary action. Continued use of mobile phones at inappropriate times or in ways that distract from work may lead to having mobile phone privileges revoked.
- Mobile phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination

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