CELL PHONE POLICY

The purpose of this policy is to govern the acquisition, usage, and management of wireless cellular phones for [Organization Name] business use by the organization’s employees. In addition, this policy outlines appropriate standards, guidelines, and procedures for appropriate use, reimbursement policies, and other issues.

It is also the purpose of this policy to protect corporate resources, protect employee safety, manage communications costs, and help minimize corporate liability.

SCOPE

This policy governs all [Organization Name] employees who use company or personally owned cell phones for the purpose of conducting [Organization Name] business and operations. [Organization Name] reserves the right to revoke cell phone privileges at any time should it deem necessary to do so.

[Organization Name] has sole discretion over the distribution, configuration, and security measures of company-owned cellular phones and aspects related technology.

ELIGIBILITY

Possession and use of a company-owned and supported cell phone is a privilege, not a right. Employment at [Organization Name] does not ensure eligibility. Employees may also use personally owned cell phones for work-related purposes.

ALLOWANCE

[Organization Name] provides a cell phone allowance of $XX per month to employees for the use of their cell phones as they are used to complete company business.

Additional reimbursement may be provided on a case-by-case basis only and only with the approval of (Insert Position/Name).

Unused allowance will not be paid out upon termination of employment; the allowance, however, will continue to be paid out until the date of termination, following the notice period.

POLICY AND APPROPRIATE USE

Cell phones used to conduct [Organization Name] business must be used responsibly, ethically, and cost-effectively. Therefore, the following policy statements must be adhered to at all times:

1. Some employees may need to use personally owned cell phones to conduct [Organization Name] business. In such cases, [Organization Name] will provide a cell phone requirement allowance of up to $XX per month for employees who must use their personal cell phone for work purposes, subject to the following conditions:

* For all users, the monthly cell phone requirement allowance shall not exceed the employee’s monthly cell phone plan. If it does, the employee is responsible for payment of any overage, regardless of whether it is a personally owned cell phone, or a company provided cell phone.
* The cell phone requirement allowance will be added to the employees' paycheck (Insert When).
* The service account must be in the employee’s name, and not in the name of [Organization Name].

1. Neither company- nor personally owned cell phones intended for business use may be used to conduct illegal transactions, harassment, or any other unacceptable behaviour, as defined in [Organization Name]’s Workplace Harassment, Violence, and Human Rights policies.
2. Employees are strictly forbidden from making or receiving business calls on a cell phone while operating a motor vehicle, whether that vehicle is personally owned, company owned or leased or rented by the company. This includes both company and personally owned cell phones and hands-free devices.

Exceptions to this policy statement may be made in the case of extreme emergencies, such as an accident, vehicle failure, or other imminent danger. Nevertheless, it is strongly suggested that drivers pull over safely and park the car before making a cell phone call.

1. Whenever a company-owned cell phone is damaged, lost, or stolen, such incidents must be reported immediately to the employee’s supervisor.
2. Authorized company owned cell phone users are responsible for reimbursing [Organization Name] for the full costs of damaged, lost, or stolen cell phones and related accessories if they were damaged, lost, or stolen due to user negligence or neglect.

Prior to termination of employment or job duties requiring cell phone use, each cell phone user must:

* Reconcile all charges on their service account prior to departing the employ of [Organization Name].
* Surrender their company-owned cell phone to their supervisor.
* Service accounts in arrears after departure or termination of job duties requiring cell phone use may result in legal action being taken against the former cell phone user.

If a user does not return their company-owned cell phone, they will be required to reimburse [Organization Name] the price of the cell phone.