## COMPUTER & TELEPHONE PROTOCOL POLICY

POLICY

Company equipment, such as telephone, fax, computer, printers, supplies, including Internet and email use, etc. are intended for Company use only. Inappropriate or malicious use of such company equipment may be cause for disciplinary action, up to and including termination.

*Please refer to Policy Computer Use & Appropriate Social Media Conduct Policy & Progressive Discipline Policy.*

**During Office Hours**

[Insert Company Name] encourages the conservation of energy by requesting that all employees turn off lights and equipment in their work area when not in use. Employees are also encouraged to recycle, reduce and reuse where appropriate.

In circumstances where all personnel are absent from the office for a short time during normal office hours, the telephone’s voice messaging system shall be activated, and, where necessary, the doors checked and locked, and the security alarm activated by the last person leaving the building.

**End of Day**

At the end of a working day, the telephone shall be set to voice messaging; the doors shall be checked and locked; the lights, photocopier, coffee machine and other equipment shall be turned off. It is the expectation of [Insert Company Name] that employees work together and coordinate with one another to ensure these tasks are fulfilled.

The security alarm shall be activated by the last person leaving the building.

**Cell Phone Use**

[Insert Company Name] condones reasonable and/or required personal cell phone use in the office, during work hours. Examples of reasonable and/or required cellular phone use may include receiving a call from your child’s school, calling your spouse or partner to make necessary arrangements, and calls that generally cannot be restricted to off-work hours. Alternatively, cell phones may be used during personal lunch breaks.

The use of cellular phones during office hours is a privilege. It is expected that this privilege will not be abused and will not serve as a distraction to others (i.e., find a private spot to make or receive a call to not distract co-workers). Should an employee abuse this privilege, they may be subject to discipline and the use of the cellular phone in the workplace may be restricted.