

## **6.2 Management iPhone Policy**

### **Intent**

The employer will, at its discretion and in accordance with this policy, provide management employees with mobile devices and telecom carrier services, at the employer's expense, for the primary purpose of conducting company business. All mobile devices that are paid for in full or in part by the employer are the property of the employer and the employee is responsible for ensuring the appropriate use of the mobile device, as well as the security and safe keeping of the mobile device as outlined in this policy.

### **Scope**

This policy applies to management employees who have been provided with a mobile device at the expense of the company and includes any form of wireless communication device provided to the employer to the employee that is capable of transmitting packet data. The employer may at its discretion, choose not to provide a mobile device to a management employee, even though the employee may be eligible.

Unionized employees shall adhere to their current Collective Agreement for policies governing mobile device use. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

### **Guidelines**

The employer agrees to provide its management employees with a mobile device provided through a national carrier. The monthly usage costs for the mobile device will be paid by the company. The employer reserves the right to deduct from the employee's pay any monthly charges that are more than monthly usage/consumption targets, if such monthly charges are proven to be non-business related.

Employees are responsible for staying within their allotted mobile allowance. Charges associated with using a company provided mobile device for personal communications including text messages, email and voice calling will count towards the monthly consumption limit. Therefore, personal use of a company provided mobile device should be minimized. Mobile device usage reports will be communicated to the individual employee anytime there is an overage in the established and agreed upon allowable charges.

Company provided mobile devices remain the property of the employer and are therefore revocable at any time. Company provided mobile devices and all packaged accessories must be returned to the employer upon resignation or termination of employment and must be in proper working order and like new condition. Any cost to repair or replace a company provided mobile device will be covered by the employee unless there is deemed to be a manufacturing defect.

The employer expects its employees to use their mobile devices prudently during working hours. Excessive use of mobile devices for non-business purposes can mean a decline in efficiency; it is to the benefit of all to consciously restrict personal use of mobile devices during working hours.

Management mobile device spend will be monitored monthly. Access to the telephone numbers which have been dialed by the employee will only be requested when non-compliant activity has been detected in compliance with corporate usage and privacy laws.



The safety of employees is critical to our ongoing success. Therefore, the employer requires all employees with a company issued mobile device to utilize hands-free equipment when using the mobile device while operating a vehicle. Employees should also use voice activated calling or pre-programmed numbers to prevent distraction from safe driving. Any other mobile device enabled activity that prevents an employee from focusing on driving such as surfing the internet, text messaging, checking email, use of applications, or other activities, is prohibited.

No employee is to use company-owned mobile devices for illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.

The following rules always apply for company-issued phones and other mobile devices:

- Company-issued phones are to be used for business purposes only and be preserved in as close to perfect condition as possible
- The download or upload of inappropriate, illegal or obscene material through a corporate internet connection is prohibited
- The use of a cell phone's camera or microphone to record confidential information is strictly prohibited
- It is recommended that employees turn off their phones/devices or keep them on vibrate to minimize disruption in the office

The company retains the right to monitor employees for excessive or inappropriate use of their company provided mobile devices.

For an action that constitutes a breach of security, violation of the confidentiality policy or cause of an accident the employee may face severe disciplinary repercussions up to and including termination. Failure to comply with this policy will result in appropriate remedial action, which may include but is not limited to revocation of privileges or disciplinary action, including suspension or termination of employment.

## **RELEVANT DOCUMENTS**

Communications Policy

Personal Mobile Device Policy