

6.3 Personal Mobile Device Policy

Intent

This cell phone policy is designed to detail the company's attitude towards the use of personal mobile devices in the workplace. We recognize that mobile devices and smartphones have become an integral part of everybody's life and believe they may be a great asset in the workplace if used correctly (for productivity apps, calendars, business calls etc.). This policy clarifies the allowances and restrictions of personal mobile device use.

Scope

This policy applies to all employees always and without exception.

Unionized employees shall adhere to their current Collective Agreement for policies governing personal 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

Despite their benefits, mobile devices may cause significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones
- The time subtracted from actual working hours by the mundane use of mobile devices
- The interference on colleagues' jobs by speaking on the phone
- Misuse of the company's internet connection

The employer expects its employees to use their mobile devices prudently while working. Excessive use of cell phones for non-business purposes results in a decline in the employee's efficiency which will show up in their performance reviews. It is therefore to the benefit of all to consciously restrict personal use of mobile devices.

- The following rules always apply for personal phones and other mobile devices:
- The use of a phone for any reason while driving a vehicle is prohibited.
- The use of mobile devices within earshot of someone else's work space during work hours is not allowed.
- 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.
- Employees are prohibited use of their phones within the view or ear shot of any guests/customers.
- It is recommended that employees turn off their phones/devices or keep them on vibrate to minimize disruption in the office.

The use of phones and other mobile devices should be reserved to:

- Breaks or lunch hour
- While in a parked company vehicle
- To briefly check important messages



- In an emergency, to make brief personal calls away from the working space of colleagues/guests/customers
- To make business calls
- To use productivity apps or other useful job tools

The company retains the right to monitor employees for excessive or inappropriate use of their mobile devices. If it is discovered that an employee's mobile device usage causes a decline in productivity or interferes with work, the company will further restrict that employee from using their mobile device(s) while onsite and during their work hours.

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. The employer is not responsible for the loss, theft or damage to a personal device of any employee.

RELEVANT DOCUMENTS

Management Mobile Device Policy

Personal Mobile Device Policy