



Section 6 - Technology

6.1 Communications Policy

Intent

This policy is intended to cover office telephones, cellular telephones, PDAs, Blackberries, two-way radios, and all other forms of portable communication devices. This policy shall also outline standards, guidelines and procedures for appropriate use related to such devices.

Scope

This policy applies to all employees always and without exception.

Unionized employees are requested to refer to their current Collective Agreement for specific information pertaining to this Communication Policy. Where a Collective Agreement is silent on the issue, this policy shall dictate the requirements for unionized employees. 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 provides office phones, computers and cell phones to eligible employees in order that business operations may be conducted smoothly and efficiently. Whether utilizing an office landline or company-provided cell phone, employees are expected to use such devices for the purpose they have been provided for.

Communication devices and service packages used to conduct business must be used responsibly, ethically, and cost-effectively always, therefore, the following policy statements must be adhered to always:

1. Employees are directed to utilize office telephones, their personal or company-supplied cellular phones for business purposes only during regular business hours.
2. Employees are asked to use the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.
3. Employees are requested to inform their friends and family of the company's Communication Policy to avoid unnecessary incoming landline or cell phone calls during the work day.
4. The employer shall not be liable for the damage or loss of personal cellular phones brought into the workplace.
5. Employees are strictly prohibited from using cellular phones for any other available purpose (e.g. internet access, gaming, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.

RELEVANT DOCUMENTS

Personal Mobile Device Policy

Management Mobile Device Policy