Mobile Phone Policy

Purpose:

To ensure responsible and safe use of mobile phones in the workplace while maintaining productivity and professionalism.

Scope:

This policy applies to all employees using mobile phones for work purposes.

Key Points:

1. Personal mobile phone use during work hours must be limited to urgent or important matters.

2. Company-issued mobile phones must be used exclusively for work-related tasks unless otherwise permitted.

3. Employees must not use mobile phones while operating machinery or driving, unless hands-free devices are used in compliance with local laws.

4. Mobile phones must be kept on silent or vibrate mode during meetings and in shared workspaces.

5. Lost or stolen company-issued mobile phones must be reported immediately to management.

Non-Compliance:

Failure to follow this policy may result in disciplinary action, up to and including termination of employment.