

Company Cell Phone Policy

Purpose

THIS COMPANY CELL PHONE POLICY (Cell Phone policy), April 01, 2024, sets forth Contoso, Ltd.'s (herein after referred as the Company) policies about cell phone usage. It provides clarification for the issuance and use of cell phones and to establish the protocol for reimbursement by employees for personal use of the Company.

Applicability

This policy applies to all the Company employees. Company employees include full-time or part-time, independent contractors, interns, and consultants. All the employees are required to sign this agreement confirming their understanding and acceptance of this policy.

Cell Phone

For the purpose of this Policy, the term Cell Phone is defined as any handled electronic device with the ability to receive and/or transmit voice, text, or data messages without a cable connection (including, but not limited to, cellular phones, digital wireless phones, radio-phones/walkie-talkies, telephone pagers), Personal digital assistants with wireless communications capabilities (PDAs), or Research in Motion (RIM) wireless devices. The Company reserves the right to modify or update these policies at any time.

Use of Cell Phones or Similar Devices

1. General Use at Work

While at work, employees are expected to exercise 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 other employees. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled break or lunch periods in non-working areas. Other personal calls should be made during non-work time whenever possible, and employees should ensure that their friends and family members are instructed of this policy. The Company is not liable for the loss of personal cell phones brought into the workplace. To ensure the effectiveness of meeting, employees are asked to leave all cell phones at their desk. On the unusual occasion of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on vibrate mode.

2. Unsafe work situation

The Company prohibits employee use of cell phone or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harms way at such work environments.

3. Use While Driving

An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands off, or similar device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Use of company owned vehicles or devices for personal business is discouraged.

Company Issued Cell Phones

The Company may issue phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the Company are Company property. Employees must comply with Company requests to make their Company-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Company for any reason must return in their Company-issued cell phones.

Personal Use of Company-Owned Cell Phones

Company-issued cell phones are to be used only for business purposes. Although occasional, brief personal phone calls using a Company-issued phone are permitted, personal use that exceeds this standard will result in discipline, up to and including termination. Employees are expected to reimburse the Company for any costs or charges relating to personal use of their cell phones.

Prohibition of Camera Phones

Employees may not use any cameras, video and audio recording devices, or video or recording features of cell phones, MP3 Players or Personal digital assistants with wireless communications capabilities (PDAs) or other digital devices that contain such capability at work that can cause violations of privacy and breaches of confidentiality.

Camera phones can present risks to a company, potentially compromising customer information.

Security of Company Issued Cell Phones

Employees are responsible for the security of Company-issued cell phones and the information stored on them. Always carry it with you; never leave the cell phone unattended. On lost or stolen you must immediately notify the same to the Company.

Personal Cell Phones at Work

The Company allows the employees to bring their personal cell phones to work. We expect employees to keep personal conversations to a minimum. While occasional, brief personal calls are acceptable. Employees must turn off the ringers on their cell phones while away from their cell phones. Employee must turn off the ringers on their cell phones or leave elsewhere while in meetings, or training.

Review of Monthly Charges

A review of calling activity will be conducted on a monthly basis by Accounts Payable and the cellular device user. The user must document the business purpose of each call activity item that is NOT a call to the Company number or a call to other company required or purchased Cellular Devices. The documentation for these calls must include who was called and for what business purpose. Any call that cannot be documented as to its business purpose will be treated as a personal (unauthorized) call and must be reimbursed to the Company.

Special Responsibilities of Managerial Staff

It is important for management to provide a good example of mobile/cellular phone use and to guard against excessive or inappropriate use of personal mobile/cellular phones by their officers.

Effect of Policy

Violations of the foregoing rules will be considered a serious offence and may result in the imposition of discipline up to and including termination.

Reminder

The use of cell phones and other wireless devices while driving leads to distractions that can result in traffic accidents. So, while we cannot force you to adhere to these rules when you are not on duty, we strongly urge you to do so for your own safety and well-being and that of family, friends and third parties on the roadways.

I have read and will abide by the conditions of the Company Cell Phone Policy as defined herein:

By: _____

Date: _____