

COMPANY CELL PHONE POLICY

Effective Date: _____, 20____

Last Updated: _____, 20____

1. Purpose

The purpose of this cell phone policy is to provide guidelines for the appropriate use of personal and company-issued cell phones in the workplace. This policy aims to ensure that cell phone use does not interfere with work responsibilities, compromise security, or infringe upon the rights of others.

2. Scope

This policy applies to all _____ [Company Name] employees, contractors, and temporary workers who are issued company cell phones or use their personal cell phones for work-related purposes.

3. Company-Issued Cell Phone Use

- a. Company-issued cell phones are intended for work-related communication only.
- b. Employees are responsible for the security and maintenance of their company-issued cell phones.
- c. Personal use of company-issued cell phones should be minimal and not incur additional costs for the company.
- d. Employees are required to submit an expense report for any personal use of company-issued cell phones that results in additional charges. (Optional)

4. Personal Cell Phone Use

- a. Employees are not permitted in using personal cell phones for work-related purposes/ Employees using personal cell phones for work-related purposes must adhere to the same guidelines as those using company-issued cell phones.
- b. The company will reimburse employees for work-related use of personal cell phones, up to a specified amount per month.
- c. Employees must submit an expense report with supporting documentation to receive reimbursement. (Optional)

5. Confidentiality and Security

- a. Employees must not use their cell phones to capture, store, or share confidential company information, client data, or intellectual property.
- b. Employees are required to follow the company's information security policies when using personal or company-issued cell phones to access company networks, systems, or data.



6. Safety

- a. Employees must prioritize safety when using cell phones in the workplace. This includes not using cell phones while operating machinery or performing tasks that require full attention.
- b. While driving on company business, employees must follow local laws and regulations regarding cell phone use and prioritize safety at all times.

7. Loss, Theft, and Damage

- a. Employees must report the loss, theft, or damage of a company-issued cell phone to their supervisor and the IT department immediately.
- b. The company may hold employees financially responsible for the loss, theft, or damage of a company-issued cell phone due to negligence.

8. Compliance and Disciplinary Action

- a. Employees found to be in violation of this policy may be subject to disciplinary action, up to and including termination of employment or legal action.
- b. If an employee has concerns or questions regarding this policy, they should consult their supervisor or the Human Resources department.

9. Policy Review

This policy will be reviewed periodically and updated as necessary. Employees will be notified of any changes to the policy.

By signing below, I acknowledge that I have read, understood, and agreed to comply with _____ [Company Name]'s Cell Phone Policy.

Employee Name: _____

Employee Signature: _____

Date: _____, 20____

