**Cell Phone Policy**

**POLICY BRIEF AND PURPOSE**

The employee cell phone policy of our company outlines the guidelines of using cell phones at work.

We believe that clee phones and most importantly smartphones have become one of the most important parts of our daily lives. These may prove to be a great asset if used productively at the workplace. But can also cause problems if used excessively. Therefore, it is important to consider the acceptable and non-acceptable scenarios of using a mobile phone in the workplace.

The main purpose of cell phone policy is to define the guidelines of using a mobile phone in the office premises. As the work environment and work differs from employee to employee, this policy may apply differently to every individual. The employees are expected to adopt a common sense approach for this.

**SCOPE**

This policy applies to every full-time employee of the company.

**MOBILE PHONE USE GUIDELINES**

Below are the company's basic guidelines for proper use of employee cell phones during the working hours of the organization. In general, mobile phones should not be used in case of security or safety risks, or if they distract from the official tasks:

* Never use a mobile phone while you are driving
* Do not use a mobile phone when you are operating any equipment
* Never use cell phones for surfing the internet for personal work or playing games during the work hours
* Avoid using company-owned cell phones for personal work.
* Avoid using personal cell phones for official tasks.
* Do not use mobile phones during ny office or client meetings
* Do not use cell phones for storing confidential information, be it personal or company-owned phones.

We realize that mobile phones can be a great asset for the organization when used productively. Therefore, use mobile phones only:

* Receiving or making office calls and that to at an appropriate place and situation.
* For other work-related communication like text messaging or emailing in appropriate places and situations.
* To schedule and track appointment records
* To conduct work-related research
* To track work tasks and work contacts.

**Disciplinary Consequences**

[Company Name] reserves the right to regularly monitor employees for inappropriate and/or excessive use of smartphones. If personal mobile phone usage results in declined productivity or interferes in regular business operations, the management will suspend the employee’s right to use the mobile phones during work hours.

Employees will be subject to disciplinary action(including and up to termination) in situations where they:

* Violates the confidentiality policy of the company
* Commit a security breach
* Cause an accident while recklessly using a mobile device.