



June 2011

# Cell Phone Usage Policy

FOSITGOV-005

Revision 2

FOSIT Policy

**Title:**

	<b>FOSITGOV-005 - Cell Phone Usage Policy</b>
<b>Date:</b>	<b>1<sup>st</sup> day of June 2011</b>
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	<b>Firstonsite Restoraton L.P.</b>
	<b>Information Technologies Body Of Knowledge</b>

**i) Document Control:**

<u>Version</u>	<u>Revision Date</u>	<u>Revision Description</u>	<u>Author</u>
1.00	05/31/2011	Review and revision of initial document submitted to IT Dept	NB
2.00	06/07/2011	Final review and modifications by HR	HL

# Cell Phone Usage Policy and Agreement

## Purpose

To allow the employees of FirstOnSite Restoration to do their jobs effectively, many employees are eligible to make use of cell phones for business purposes. This policy outlines the cell phone options supported by FirstOnSite, guidelines for appropriate use, and other administrative issues relating to cell phone acquisition and reimbursement. This policy was created in order to enhance employee safety precautions while operating motor vehicles, limit corporate liability, and help manage telecommunications costs.

## Scope

This policy and agreement covers the procurement of cellular telephones and services by FirstOnSite for use by eligible employees in the normal performance of business activities, in addition to the safe usage of these devices. Functional job responsibilities determine the need and/or requirements for the use of this technology. The device is therefore assigned to a position and not a person. As job assignments change the device assignment will stay with the position. The employee in this case will surrender the device unless the new position has the same requirements for this technology.

## Eligible Users

The FirstOnSite Executive Committee member responsible for a business unit (branch or region) has the discretion to approve the issuance of a company owned cellular telephone to positions and/or individuals in their organization. For consistency across the company, guidelines for job positions with requirements that may include the issuance and/or use of a company own cellular telephones are:

- Upper and Middle Management
- Project Management, Coordinators
- Field Technicians
- Sales support positions
  - (e.g. off-hour access for Customer Service, Technical Service, and Marketing)
- Positions with significant travel requirements (>40%)
- Positions for which the employee routinely must be contacted while out of the office
- Positions for which on-call responsibilities have been identified

All employees requiring the use of a company-owned cell phone for business purposes must sign and submit this document to signify that they have read and understand the policies and procedures surrounding cell phone use. This document must be approved and signed by the employee's unit or department head before submission to the Helpdesk department.

It is also possible for employees to use privately owned cell phones for business purposes. If this is the case, the employee must get approval from their unit or department head to do so. This policy must also be read and signed by the employee in question. All costs associated with the acquisition and usage of a cell phone for business purposes are the responsibility of the participating employee's department and/or business. All expenses for reimbursement of costs (if any) incurred by the employee due to the need for cell phone use for business purposes must be submitted via the standard expense reimbursement process. Financial reimbursement for cell phone use is not the responsibility of the IT department.

## Supported Cell Phones, Services, and Related Equipment

FirstOnSite has negotiated contracts with Rogers, Bell, and TELUS as the primary wireless carriers. The service and equipment varies by region. As technology and capabilities are rapidly changing offerings will change from time to time.

## Appropriate and Safe Usage

It is imperative that cell phones owned by FirstOnSite or any cell phone used to conduct FirstOnSite business be used appropriately, responsibly, safely, and ethically. The following rules must be observed:

1. Most provinces have adopted a distracted driver law which prohibits the use of any electronic devices while driving. Employees are not to make or receive business calls on a cell phone of any kind while operating a motor vehicle unless using a hands free device. This includes both company-owned and privately-owned cell phones. Any violations received by an enforcement agency will be paid for by the driver.
2. Employees are not to make or receive any calls on a cell phone, for either business or personal reasons, if driving a company-owned or leased vehicle. All vehicles must be pulled off the road and parked prior to making or accepting a call unless using a hands free device.
3. Employees are expected to follow all provincial legislation with regards to driving motor vehicles while using mobile hand held units.
4. It is acknowledged that employees that are eligible for company supplied cellular telephones may make a reasonable number of personal calls in accordance with the company's Use and Access Policy for Electronic Data and Communications Systems.
5. FirstOnSite will reimburse employees for business calls made on a privately owned cellular telephone. All submissions for reimbursement must be accompanied by sufficient and appropriate documentation (i.e. original cell phone bill. Optional services that have no business purpose may not be submitted for reimbursement.
  - a) Reimbursement for personal calls made on privately owned cellular telephones is prohibited.
  - b) No employee is to use a company-owned cell phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
  - c) In order to demonstrate appropriate respect for co-workers, it is recommended that employees turn off cell phones during company meetings and gatherings.
  - d) If a company-owned cell phone is damaged, lost, or stolen, it must be reported immediately to the IT department.
  - e) If a company-owned cellular telephone or related equipment is damaged, lost, or stolen through the negligence of the authorized user, that individual will be responsible for reimbursing FirstOnSite for all repair or replacement costs.
  - f) If an authorized cell-phone user does not return a company-owned cell phone when requested, he or she will be required to reimburse FirstOnSite the purchase price of the cell phone.
  - g) Any questions relating to this policy should be directed to the Director of I.T. or Chief Information Officer

### **Policy Non-Compliance**

Failure to comply with the Cell Phone Policy may result in suspension of cell phone use privileges, disciplinary action, and possibly termination of employment.

### **Policy Administration and Exceptions**

The Director of I.T. is responsible for the administration of this policy. Employees requesting an exception to this policy must submit their request in writing to the Chief Human Resources Officer and the Chief Financial Officer for review and approval.

### **Audience**

All users of FirstOnSite's IT Systems that have been issued a Cell Phone or using a personal cell phone for the purpose of conducting business for FirstOnSite.

### **Related procedures / documents**

#### **ITBOK (IT Body of Knowledge):**

Our ITBOK and training documentation is available on our Intranet located at:

<http://my.firstonsite.ca/training/ITBOK>

## Employee Declaration

I, \_\_\_\_\_, have read and understand the above Cell Phone Usage Policy and Agreement, and consent to adhere to the rules outlined therein.

Employee Signature

Date \_\_\_\_\_

Employee's Manager Signature

Date \_\_\_\_\_

IS&amp;T Administrator Signature

Date \_\_\_\_\_