



<b>Signed Date:</b> September 14, 2017	<b>Motion:</b> n/a <b>Date:</b> September 20, 2017
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<b>Title:</b> Cell Phones in the Workplace Policy	<b>Policy No. 48</b>
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**Purpose:**

The Village of Bawlf promotes strong, safe and respectful work ethics and this policy outlines the use of personal cell phones at work, personal use of business cell phones and the safe use of cell phones by employees while driving.

**Principles/Guidelines:**

1. Personal Cell Phones

While at work employees are expected to exercise the same discretion in using personal cell phones as is expected for the use of company phones. Excessive uses of personal cell phone usage either by calls or texting during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. A reasonable standard, the Village of Bawlf encourages to limit personal calls during work time to no more than one per day as needed. Texting during work time will not be tolerated. All business should be conducted using the Village Office phone. Employees are therefore asked to make any other personal calls during non-work time where possible and to ensure that friends and family members are aware of the company's policy. Flexibility will be provided in circumstances demanding immediate attention.

If an incoming personal cell phone call must be answered, employees are encouraged to use common sense. For example, employees should speak quietly, or remove themselves from the room, and reserve personal or intimate details for non-work hours.

All personal cell phones should be on "mute" or "vibrate" and remain in a closed area (ie. desk drawer, purse, etc.). It is recommended that family members have the Village Office phone number for emergencies and to call the office phone and not cell phones.

The Village of Bawlf will not be responsible for the loss of personal cell phones brought to the work place.

2. Personal Use of Company-Provided Cell Phones

Where job or business needs demand immediate access to an employee the Village may issue a business cell phone to an employee for work-related communications only. In order to protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons only. Phone logs may be monitored to ensure no unauthorized use has occurred.

If an employee experiences a severe personal emergency that results in the need to use the company's cell phone, he or she is required to report this use to the CAO within 48 hours.

Employees in possession of company equipment such as cell phones, are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request by the Village, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (ie. 24 hours) may be expected to bear the cost of a replacement.

3. Safety Issues for Cell Phone Use

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use, are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to use a hands-free option, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Under the Distracted Driving Law of Alberta, it stipulates the following:

The law applies to all motor vehicles as defined by the [Traffic Safety Act](#). It restricts drivers from:

- using hand-held cell phones
- texting or e-mailing (even when stopped at red lights)
- using electronic devices like laptop computers, video games, cameras, video entertainment displays and programming portable audio players (e.g., MP3 players)
- entering information on GPS units
- reading printed materials in the vehicle
- writing, printing or sketching
- personal grooming (brushing and flossing teeth, putting on makeup, curling hair, clipping nails or shaving)

The law applies to all roads in Alberta.

Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

Violations of this policy will be subject to the highest forms of discipline, including termination.

  
\_\_\_\_\_  
CAO

I, \_\_\_\_\_, as an employee of the Village of Bawlf, have read and will abide by this policy at all times.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date