MOBILE PHONE EMPLOYEE USAGE POLICY

Company Name: _____

Effective Date: _____

Document ID: _____

1. Purpose

This policy outlines the guidelines and rules regarding the use of personal and company-issued mobile phones by employees during working hours and for work-related tasks. The goal is to ensure productivity, safe operations, and the protection of company data.

2. Scope

This policy applies to all employees, contractors, and representatives of the company who utilize either personal or company-provided mobile devices during the course of their employment.

3. Company-Issued Mobile Phones

- Company-issued mobile phones are the property of the company and must be returned upon request or termination of employment.
- Devices must be secured with a passcode/biometrics, and the security software provided by the IT department must not be disabled.
- Personal use of company-issued phones should be kept to a reasonable minimum.

4. Personal Mobile Phones at Work

- Employees may keep their personal mobile phones with them, but usage must not interfere with professional responsibilities, safety, or productivity.
- Personal calls, text messaging, and social media browsing during working hours should be restricted to scheduled break times.

5. Safe Driving & Operations

- Using a mobile phone for work purposes (including calling, texting, or emailing) while driving is strictly prohibited unless using a hands-free device, and only where permitted by law.
- Under no circumstances should employees write or read text messages, or use mobile applications, while operating any vehicle or machinery.

6. Security and Confidentiality

- Employees must not use mobile phones to record, photograph, or film proprietary company information, confidential documents, or work environments without explicit authorization.
- Any loss or theft of a company-issued device, or a personal device containing corporate data, must be reported to the IT department immediately.

7. Policy Violations

Failure to adhere to the terms of this policy may result in disciplinary action, up to and including termination of employment.

Acknowledgment & Agreement

I acknowledge that I have received, read, and fully understand the Mobile Phone Employee Usage Policy. I agree to abide by all the guidelines and procedures outlined within this document.

Employee Name: _____ **Date:** _____

Signature: _____