

Company Cell Phone Policy

Richard D. Steele Construction (1979) Ltd.

Richard D. Steele Construction (1979) Ltd.

1.0 SUMMARY

Richard D. Steele Construction (1979) Ltd. provides employees with IT equipment required to perform the functions of their job. The Company Cell Phone Policy (the "Policy") sets out requirements to ensure that employees understand how to use and care for their company-issued cell phone.

2.0 SCOPE

This Policy applies to all employees of Richard D. Steele Construction (1979) Ltd. who have been provided with a company cell phone.

3.0 POLICY STATEMENT

3.1 GENERAL

Company cell phones are provided to employees to assist them in the performance of their job duties in a professional and efficient manner.

The cell phone provided to the employee is property of Richard D. Steele Construction (1979) Ltd. and must be returned upon termination of employment.

3.2 USE OF THE CELL PHONE

The cell phone must be switched on at all times when an employee is on duty, except during a meeting or otherwise circumstance where the phone needs to be on silent mode.

The cell phone must be used strictly for business purposes, except in the case of an emergency/The cell phone may be used per personal use. Any personal use that is outside of the standard data/call/text limits may be charged back to you. Only work-related text messages may be sent from a Company cell phone.

Where applicable, the cell phone's Internet features, including but not limited to Internet browsing, should not be accessed at any time. Any personal use of the Internet may be charged back to the employee.

Software may not be added to a Company cell phone without prior authorization from management.

It is illegal to use a cell phone while driving, including such activities as making and receiving calls, texting, playing music, and using apps. The cell phone should only be used via a hands-free device such as wireless or Bluetooth. Richard D. Steele Construction (1979) Ltd. strongly discourages any use of a cell phone while driving. If cell phone use is required, the employee should pull over to the side of the road in an appropriate place.

Richard D. Steele Construction (1979) Ltd.

3.3 MONITORING USE

Richard D. Steele Construction (1979) Ltd. reserves the right to monitor all use of Company cell phones, including all communication made using any means (e.g. text message, email, Internet, or any application). Accordingly, employees should have no expectation of privacy in the use of their Company cell phone. Richard D. Steele Construction (1979) Ltd.'s policy regarding inappropriate Internet use is set out in the Internet and Email Policy in the Employee Handbook.

3.4 VACATION

An employee cannot take their Company cell phone on vacation without the prior authorization of management.

During an employee's vacation, the cell phone's voicemail must be changed to reflect the vacation status, including instructions regarding who a client can contact for assistance.

3.5 SAFEKEEPING AND LOST/STOLEN CELL PHONE

Employees are responsible for the safe-keeping of their Company cell phone, ensuring that its batteries are fully charged and that it remains in good condition.

If a Company cell phone or its accessories break due to the wear and tear of regular usage, employees must notify management and arrangements will be made for a replacement phone.

If a Company cell phone or its accessories are damaged due to the employee's own negligence, the employee may be responsible for the cost of a replacement phone.

Employees must immediately report a lost or stolen cell phone to management.

4.0 CONTRAVENTIONS OF THE POLICY

Contraventions of the Policy may lead to disciplinary action up to and including termination of employment.

Richard D. Steele Construction (1979) Ltd.

Acknowledgement & Agreement

I acknowledge that I have read, understand, and agree to abide by the Company Cell Phone Policy.

SIGNATURE: _____ Employee

NAME: _____ Print

DATE: _____