



Cell Phones at Work Policy

Purpose:

Nipissing First Nation has adopted this policy to govern the use of personal cell phones in the workplace. This policy is intended to cover cellular telephones and other forms of wireless communication devices.

Definition:

“Cell phones” include any phone device (basic cell phone, smart phone, blackberry, two-way radios and other forms of portable communication devices either personal or on loan to an employee.

Guidelines:

1. Nipissing First Nation employees are directed to use their personal or company-supplied cell phones only for business purposes during regular business hours.
 - i. Possession and use of a company-owned and a personal telecommunications device is a privilege, not a right. Employment at Nipissing First Nation does not ensure eligibility. Any employee requiring the use of a cell phone must receive prior approval from his/her supervisor/manager via an approved business case stating why the employee needs such technology to fulfill his/her job duties.
 - ii. Cell phones can be a distraction in the workplace. To ensure the effectiveness of meetings, employees are asked to leave cell phones at their desk. In the event of an emergency or anticipated emergency that requires immediate attention, the cell phone may be carried to the meeting on silent mode.
 - iii. Employees shall exercise the same discretion in using personal cell phones as they use with company phones. Excessive personal calls during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others.
 - iv. Employees shall avoid making or receiving personal calls during work time, and use personal cell phones only during scheduled breaks or lunch periods in non-working areas.
 - v. Nipissing First Nation is not liable for the loss of personal cell phones brought into the workplace.

- vi. For health and safety reasons, the company strictly prohibits the use of cell phones or similar devices while on a work site where the operation of such device would be a distraction to the user or could create an unsafe work environment. Such work sites must be secured or the device used only by an employee who is out of harm's way at such work environments.
- vii. Nipissing First Nation employees are strictly prohibited from using cell phones for any other available purpose (e.g., gaming, texting, music) during business hours. These functions may be used during scheduled breaks or lunch periods in non-working areas.
- viii. Company employees are prohibited from using any cell phone or similar device as an unauthorized media storage device for the storage or transportation of Nipissing First Nation business information.
- ix. For privacy reasons, employees are prohibited from taking photographs of company facilities or personnel using any camera functions on their cell phone without first obtaining express written permission from the company.

2. Use of Mobile Phones While Operating a Motor Vehicle

- i. Nipissing First Nation strictly prohibits the use of cell phones while operating company-owned and operated vehicles, or while operating a personal vehicle while on company business.
- ii. The use of hands-free cell phones should be kept to a minimum while driving.
- iii. To make or receive calls:
 - o Pull over and stop;
 - o Allow a passenger to operate the cell phone;
 - o Use voicemail and respond to the call at a safer time; or
 - o Let someone else drive, freeing you up to make or receive calls;
 - o Use of Bluetooth devices such as an ear piece or visor mounted devices are acceptable.

3. Fines or Charges

- i. Employees are solely responsible for any fines or charges laid by the authorities for illegal use of a cell phone while operating a vehicle in the course of their employment.
- ii. Employees who choose to violate this policy will face disciplinary measures in accordance with Nipissing First Nation Human Resources Policy which can lead to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

4. Personal Cell Phone Use for Business Purposes

- i. If an employee chooses to use his/her cell phone for Nipissing First Nation business and it is a requirement for the position approved by his/her supervisor/manager, Nipissing First Nation will provide a monthly allowance to the employee upon he/she

submitting a copy of his/her cell phone invoice page of his/her bill for verification. The monthly allowance shall not exceed the employee's monthly plan fees. The monthly allowance maximums are as follows:

a. Smart phone (ie: access to email) - \$70 per month.

ii. Employees receiving remuneration or have an NFN cell phone must ensure that the device is kept on at all times.

5. Acknowledgement and Agreement

i. All employees who have a cell phone device will be required to sign an acknowledgement and agreement which will be kept on their personal file.

Approved this 1st day of October, 2019

Amended and approved this 7th day of June, 2022

Acknowledgement and Agreement of Cell Phones at Work Policy

I, _____ (Employee Name), acknowledge that I have read and understand the Cell Phones at Work Policy of Nipissing First Nation. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment, and any legal action pursued by Nipissing First Nation.

Name:	_____
Signature:	_____
Date:	_____
Witness:	_____