



**Policy #38**

**Cellular & Smartphone Use Policy**

**Revisions Approved by Council on:** March 20, 2013

---

**Purpose**

To set policy and guidelines for the safe and cost effective use of all cellular devices in the workplace. This is a two part policy that sets out:

1. Guidelines for the use of corporate smartphones and cell devices outside of Canada; and
2. Provides clear direction on the use of cellular devices on the job.

**Guidelines & Policy for Use of Corporate Cellular Devices Outside of Canada**

**Background**

There are times when senior staff and council members travel in the USA and other countries. Cell phones and smartphones are sometimes required while travelling in the USA for business or vacation. It is recommended that cell phones and smartphone are left behind in Canada while on vacation. Roaming charges can be very high in some countries (e.g. Mexico is \$52/MB for data). Only the USA has a reasonable package available for data roaming. Adding a \$10/month package reduces data charges to \$1/MB.

Standard charges for use of telephone and smartphone in the USA are as follows (Winter 2011 pricing):

- Voice Calls \$1.45 per minute
- Text Messages (sent only) \$0.75 each
- Data Roaming (smartphone and cell phone web use) \$6/MB

**Procedure**

When senior staff and council members must travel outside Canada with their mobile device the Township will ask for reimbursement of unreasonable personal roaming/texting charges. When travelling to the USA with a smartphone, the Grey County IT Department must be contacted to add the \$10 data package (per calendar month) so data costs drop from \$6/MB to \$1/MB. USA roaming charges will not be covered by the Township of Southgate without pre-approval.

Use of corporate phones and smartphones in all other countries requires pre-approval by the Department Head, CAO or the Mayor, or this expense will be charged to the individual.

## **Guidelines & Policy for the Safe Use of Cellular & Smartphone Devices During Working Hours**

### **Background**

This part of the policy deals with safe and extensive use of portable phone devices on a daily basis in the workplace for voice calls, email, texting, social media, web searching, etc. These devices can be a great benefit for work site communications, but at the same time a distraction that could cause significant risk in the work environment if not used properly. This policy is intended to enhance awareness in the workplace or on a job site to the health & safety of all workers in the Township of Southgate.

### **Personal Use at Work:**

While at work, employees are expected to use discretion in using cell phones for personal use. Excessive personal calls during the day, regardless of phone used, can interfere with employee productivity and be distracting to others. Employees should restrict personal calls during work time, and should use personal cell phones only during scheduled breaks or lunch periods in non-working areas. Other personal calls should be made during scheduled breaks whenever possible. Employees should ensure that their friends and family are aware of this policy. Southgate Township is not liable for the loss of personal cell phones brought into the workplace.

### **General Rules for Business Use:**

Employees must only use a cellular device in the workplace when it is safe to do so, regardless of whether it is for work or personal use. These devices should never be used when other workers or members of the public are relying on you to perform a specific task. Interruptions caused by the use of cellular devices during daily or special work routines can be unsafe. Use must never occur at any time when you are required to maintain a safe work environment (either visually or physically) or while assisting other employees or members of the public. Use should be in isolation of other co-workers or members of the public when at all possible.

### **Cellular Use in Vehicles:**

Cellular Use is strictly prohibited while operating vehicles of any kind. If you must answer a call or review texts, emails, etc. you must pull over to the side of the road where it is safe to do so, place the vehicle in park and engage the hazard lights prior to accessing your device. Answering calls through the use of a Bluetooth device is permitted.

### **Overview:**

Cellular use has drastically increased the availability of communications within our organization. Care and due diligence must be taken in order to ensure that use is restricted to breaks from work or when it is safe to do so. Discretion must be used to limit personal use as much as possible, and to maintain safe working environment for all.

Employees in violation of this section of the policy could be subject to disciplinary action.

## **Cellular & Smartphone Use Policy #38**

### **Employee Acknowledgement of Policy #38:**

I \_\_\_\_\_, have read and acknowledge this attached Policy #38 as an important part of my responsibilities as a Southgate employee. I will ensure to do my part to maintain a safe working environment for myself and my co-workers on a daily basis. I will only use communications devices when it is safe and appropriate to do so.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Dated