

Sample Workplace Cell Phone Policy

In response to an article he wrote about cell phone use on the job, NUCA Vice President of Safety George Kennedy was asked to provide a sample company cell phone policy. NUCA member AUI, Inc. of Albuquerque, New Mexico contributed the following example. (Reprinted from the March/April 2006 *NUCA Safety News*.)

“Employees may carry personal cell phones with them on company time or while using company equipment, subject to the following restrictions:

- Prior to carrying personal cell telephones during working hours, employees will inform their immediate supervisors.
- All phone calls will be received or made during break periods or lunch periods only.
- Except for break periods, employees will neither take incoming nor make outgoing calls during work hours except in case of emergency.
- Employees will not use cell telephones while operating any company equipment.
- The company assumes no liability for loss or damage to employees' personal property, including cell telephones carried on company equipment or left on company property. Employees assume the risk of loss or damage to cell phones or other electronic devices carried by employees during their workday.
- Employees will be held personally and financially responsible for all damages and litigation in the event of an accident involving company-owned equipment resulting from employees' use of cell telephones. Use of cell telephones during company work hours is considered outside the employees' scope of employment.
- Anytime the company or supervisor receives a complaint or suspects that an employee is violating this policy, the company or that supervisor may require the employee to furnish cell telephone records for the time frame in question so that the company can verify or negate the complaint or the suspected abuse.
- Employees in violation of this policy may be subject to disciplinary action.”