



# Cell Phone Use Policy

**Effective Date: 01/22/25**

## Overview:

The company cell phone policy offers general guidelines for using personal and company cell phones during work hours.

The purpose of this policy is to help us all get the most out of the advantages cell phones offer our company while minimizing distractions, accidents, and frustrations improper cell phone use can cause. This policy applies to all company employees.

## Cell Phone Use Guidelines:

The following are company basic guidelines for proper employee cell phone use during work hours. In general, cell phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a cell phone while driving.
- Never use a cell phone while operating heavy equipment.
- Do not use cell phones during meetings.
- Do not use cell phones to record confidential information.

We realize cell phones can be great tools for our employees. We encourage employees to use cell phones when:

- Making or receiving work calls in the appropriate place and situation to do so.
- Other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To keep track of work contacts.

## Disciplinary Action:

Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract us from work may lead to disciplinary actions. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in termination.

I have read, understand, and will comply with this policy.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### HEADQUARTERS

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### TALLAHASSEE OFFICE

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