



Terms and Conditions

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Sample Cell Phone Use Policy

Personal Cell Phones

(Adapted from the Summer 2007 *TexasBusinessToday*, a Texas Workforce Commission publication)

[Company] expects all employees to use common sense and discretion when using their cell phones in the workplace. Employees must leave their personal cell phones at their desks or in their purses or lockers during working hours or when they are attending company meetings/seeing clients/customers/patients or vendors, and allowing all calls to go to voicemail. Personal calls may be returned during authorized breaks and during lunch hours. Employees are also asked to use discretion when discussing business matters in a public area. In the unusual occasion of an emergency that may require an employee's immediate attention, employees will be allowed to carry their personal cell phones in vibrate mode.

Employees may bring personal camera cell phones to work, but they are strictly prohibited from taking pictures with them. Employees may not take personal camera cell phones into restrooms, locker rooms, dressing rooms, or any other areas where co-workers maintain a reasonable expectation of privacy. Camera phones are also prohibited in any areas of the workplace where other cameras are already prohibited.

Violation of this policy can lead to a loss of personal cell phone privileges during working hours or discipline up to and including termination.