

Cell phone Use Policy

Objective

This policy outlines the use of cell phones at work and the safe use of cell phones by employees while driving.

Policy

Cell phones should be turned off or set to silent or vibrate mode during meetings, conferences and in any circumstance where incoming calls may be disruptive.

Personal cell phones

While at work, employees are expected to exercise discretion in using personal cell phones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of Clarity Enrollment Solutions' policy.

Clarity Enrollment Solutions will not be liable for the loss of personal cell phones brought into the workplace.

Company-provided cell phones

When job duties or business needs demand, the company may issue a business cell phone to an employee for work-related communications. Personal use of company-owned cell phones should be kept to a minimum.

Employees in possession of company-owned cell phones are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Safety issues for cell phone use

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cell phones at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving; use of a cell phone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Reading or sending text messages while driving is strictly prohibited.

Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

Video or audio recording devices

The use of camera or other video or audio recording-capable devices on company premises is prohibited without the express prior permission of senior management and of the person(s) subject to recording. Video or audio recording in restrooms and/or locker rooms is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

Employee Acknowledgement

The undersigned employee acknowledges that he or she has read the cell phone use policy and agrees to comply with all terms of the policy.

Employee Signature

Date