

1.0 Introduction

The Town of Yarmouth understands and recognizes that there are times when employees need to be in touch with those outside of the workplace. The Town also realizes that cell phones and other communication devices can be a major distraction in the workplace for individual employees and those in the surrounding work area. The purpose of this Policy is to limit the use of cell phones and other communication devices at work to minimize risk and create a more productive work environment. This Policy applies to all conversations whether personal or business-related.

- 1.1** The devices covered by this Policy include cell phones, Blackberries, mobile phones, text pagers and other wireless devices, whether owned by the Town or the individual employee (“Devices”).
- 1.2** The guidelines set out in this Policy apply to all work-related activities, including but not limited to driving for job-related activities, whether such vehicle is owned by the Town or the individual employee. The following guidelines are intended to provide reasonable guidance for appropriate use of Devices in the workplace.

2.0 Guidelines

- a. Keep all personal conversations to a minimum both in terms of frequency and duration while at work. This applies to verbal and written conversations (such as text messaging) on any Device.
 - b. Employees may use Devices while on break.
 - c. Do not use, access, or visit social media sites while at work using any Device unless you are required to do so in order to perform your job.
 - d. Do not take photos or videos of co-workers while they are on duty on any Device unless there is an authorized reason for doing so.
 - e. Do not use or access your Device when it may be unsafe to do so during the course of your employment, i.e. while driving. Use hands-free capabilities on your Device when it is appropriate and possible to do so.
 - f. All records on your Device that relate to your job may be obtained by the Town and disclosed in a legal proceeding or pursuant to Freedom of Information laws as required.
- 2.1** Violation of these terms will result in discipline and could lead to termination.

Clerk's Annotation for Official Policy Book

Date of Adoption: May 12th, 2016

I certify that this 'Cell Phones in the Workplace Policy' was adopted by Council as indicated above.

Town Clerk:

Date: