

Ingersoll Support Services

Policy: Cell Phones

Policy # HR 23

Section: Human Resources

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: September 26 2017

Ministry requirement - no

This policy applies to all Ingersoll Support Services Inc. employees who use company or personally-owned cell phones while conducting Ingersoll Support Services Inc. business and operations. The procedural statements must be adhered to at all times.

Procedure:

1. Employee use of his/her personal cell phone for conducting Ingersoll Support Services Inc. business must be authorized by the employees' supervisor on an expense form prior to reimbursement of expenses. The employee is responsible for submitting the invoice page of his/her cell phone bill with the expense form.
2. Personal use of company-owned cell phones is prohibited except in response to emergencies or unforeseen work schedule changes, and only when it is impossible or unreasonable to use a landline phone or personal phone.
3. Neither company nor personally-owned cell phones intended for business use may be used to conduct any unacceptable behavior. Personal use of staff-owned cell-phones and communication devices should be minimized to include only exceptional circumstances. Our intention is to give our utmost attention to the people we support and to promote and convey respect to them and to our co-workers.
4. Employees of Ingersoll Support Services Inc. are strictly forbidden to make or receive business calls/text/email etc. on a cell phone while operating a motor vehicle, as per Ontario vehicular law, whether that vehicle is personally-owned, company-owned or leased by the company. This includes both company- and personally-owned cell phones and hands-free devices.
 - *Exceptions to this policy statement may be made in the case of extreme emergencies, such as an accident, vehicle failure, or other imminent danger. Nevertheless, it is strongly suggested that drivers pull over safely and park the car before making a cell phone call.*
5. Whenever a company-owned cell phone is damaged, lost, or stolen, it must be reported immediately to the employee's supervisor and to the administrative office.