

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	2
Subject:	NLLS Cell Phone Policy	Revised Date:	Sept 8, 2018
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		Reviewed:	

CELL PHONE POLICY

1. The purpose of this policy limiting the use of NLLS cell phones and other communication devices at work, is to guide our employees. The inappropriate use of communication devices at work can cause injuries because they are distracting and may interfere with proper and safe use of work equipment.
2. This Policy applies to all workers and employees at NLLS facilities
3. The devices covered by this Policy include cell phones and other wireless devices, owned by NLLS (collectively referred to as “Devices”).
4. The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work and to conduct job-related activities, whether such vehicles are owned by NLLS or the worker. The Policy applies to all conversations, whether personal or business-related.
5. Prohibited Uses
 - a. General. While in the workplace workers are expected to focus on work and may not use any NLLS Device in the workplace for inappropriate purposes, including but not limited to:
 - i. Engaging in personal conversations;
 - ii. Playing games;
 - iii. Surfing the internet;
 - iv. Checking personal e-mail
 - v. Sending or receiving text messages.
 - vi. While operating a vehicle without built in Bluetooth technology, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it’s urgent, workers may accept or return the call, provided that they remain parked off the

roadway. They may not resume driving until their conversation is over. Workers may not make outgoing calls while driving. If workers need to place a call, they must first pull over in a safe spot.

6. Use of 3rd party hands-free devices while driving is not permissible while driving a NLLS vehicle.
7. Employee(s) will only use built in Bluetooth technology if the vehicle is so equipped.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval