

STATEMENT OF POLICY AND PROCEDURE			
Section:	NLLS Employee(s)	Effective:	Sept 8, 2018
Chapter:	Conditions of Employment	Page(s):	1
Subject:	Personal Cell Phone or Devices Use Policy	Revised Date:	Sept 8, 2018
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PERSONAL CELL PHONE USE POLICY

1. The purpose of this policy limiting the use of personal cell phones and other communication devices at work, is to guide, our employees. 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 employees at NLLS facilities.
3. The devices covered by this Policy includes cell phones and other wireless devices, owned by employee(s) (collectively referred to as "Devices").
4. Personal devices shall not be used during business hours unless on breaks and in case of emergency.
5. Personal devices with NLLS access require password protection.
6. Personal devices with NLLS access will fall under FOIP requirements.
7. NLLS has the right to remove remotely any NLLS programs from the employee(s) devices.
8. Waiver(s) must be signed by employees when any NLLS programs are requested for their devices.
9. Please ensure you read the NLLS Cell phone and Internet and Computer Usage Policies for further reference.

NLLS Executive Board Chair

Sept 8, 2018
Date of Approval