

## SI Employee Cell Phone Policy

### Policy brief & purpose

**SI Employee Cell Phone Policy** outlines our guidelines for using cell phones at work. We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.). But, cell phones may also cause problems when used imprudently or excessively.

### Scope

This policy applies to all our employees except Managers, IT executives, HR & Logistics team.

### Policy elements

Despite their benefits, personal cell phones may cause problems in the workplace. Employees who use their cell phones excessively may:

- Get distracted from their work while gaming or socializing on their cell phones.
- Disturb colleagues by speaking on their phones.
- Cause security issues by taking pictures of confidential information of the company and its clients.

Our company expects employees to use their cellphones prudently during working hours.

### Cell Phone Policy:

- Employees must turn off or silence their phones while inside the working areas.
- Employees are not allowed to play games, socialize or make calls on the cell phone during their working hours.
- Employees are not allowed to use their cell phone's camera or microphone to record confidential information.
- If the employee needs to take or make an emergency call, they must come out of the working space of the office and use the social areas to do it (i.e. kitchen, balcony etc) and the call must be completed within 5 minutes.
- Authorized people should use company-issued phones for business purposes only and preserve them in perfect condition.
- Employees are not allowed to download or upload inappropriate, illegal or obscene material on a company cell phone using our corporate internet connection.

### Disciplinary Consequences

Our company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's phone usage causes a decline in productivity or interferes with our operations, we'll ban that employee from using their cell phones.

Employees may face severe disciplinary action up to and including termination, in cases when they cause a security breach or violate our confidentiality policy.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Full Name : \_\_\_\_\_ Alias Name: \_\_\_\_\_