

**Municipality of Sioux Lookout
Administrative Procedure No. 3-21**

Subject: Cell Phone Use

Section: Personnel

Applies To: All Employees

Effective: November 19, 2009

21.1 Purpose

The purpose of this policy is to govern the usage of personal wireless communication devices including cell phones, personal digital assistants and BlackBerry devices in the workplace. The Municipality of Sioux Lookout is committed to providing a safe, healthy work environment and has instituted this policy to protect employee safety, minimize liability and protect company resources.

21.2 Policy Statement

The Municipality prohibits the use of personal wireless communication devices during regular work hours. Wireless communication devices shall be turned off or set to silent or vibrate mode during regular work hours as both incoming and outgoing calls may disrupt normal workflow and present safety concerns. In the event that an employee is in violation of this policy, they may be subject to disciplinary action in accordance with the Progressive Discipline Policy 3-13.

21.3 Cell Phone Use Provisions

21.3.1 Use of Municipally Owned Wireless Communication Devices

- (a) The Municipality is committed to providing wireless communication devices, where needed, to improve the operations of the Municipality. Standard Operating Procedure 1.01 governs the use of municipally owned wireless communication devices for business purposes.
- (b) In accordance with the *Countering Distracted Driving and Promoting Green Transportation Act, 2009* all employees, except those exempt under the Act, are prohibited from using hand-held wireless communication devices while driving, unless the device is in hands-free mode.

21.3.2 Use of Personal Wireless Communication Devices

- (a) Employees are encouraged to make any personal calls outside of regular work hours, or on established break periods.
- (b) Employees should make friends and family members aware of this policy to deter them from making personal calls during regular work hours.

- (c) Personal text messaging during regular business hours is strictly prohibited.
- (d) Personal wireless communication devices must be turned off or silenced during working hours, unless their use has been approved for business purposes.
- (e) Employees are strictly prohibited from using wireless communication device MP3 player capabilities, mobile internet access for personal use and video games during regular business hours.
- (f) Employees are strictly prohibited from using personal wireless communication devices for the storage or removal of the Municipality's confidential business information through the use of cameras or memory storage devices.
- (g) Neither company- nor personally-owned cell phones intended for business use may be used to conduct illegal transactions, harassment, or any other unacceptable behaviour, as defined in the Municipality's Employee Conduct Policy 3-32 and Harassment Free Workplace Policy 3-36.