**Sample Employee Mobile Phone Policy**

**Policy Purpose**

This employee mobile phone policy outlines COMPANY NAME guidelines for using mobile phones and other mobile devices at work.

We recognize that smartphones are an integral part of everyday life and are a great asset if used for productivity apps, calendars, business calls, and the like. But smartphones are a detriment to focus and efficiency if used unwisely and excessively during business hours.

**Scope**

Our mobile phone policy applies to all owners, managers, and employees.

### Policy Guidelines

Employees who use smartphones excessively during work hours may:

* Disturb colleagues by making unnecessary calls.
* Get distracted from their work.
* Cause problems or accidents when they use their mobile phones inside company vehicles or in areas where phones are prohibited.
* Create security issues by misusing personal devices or the company’s internet connection.

COMPANY NAME expects all employees to use mobile phones in a sensible manner during work hours.

#### Employees are advised to:

1. Use personal and company-issued devices for business purposes only.
2. Maintain company-issued equipment in like-new condition.
3. Talk, text, and use the internet on their personal mobile phone or mobile device only a few minutes per day.
4. Turn off or silence any mobile phones/devices when asked.

#### Employees are not allowed to:

1. Play games on their mobile phone (personal or company-issued) during work hours.
2. Use their device’s camera or microphone to record confidential business information.
3. Use their device (personal or company-issued) for any reason while driving a company vehicle.
4. Use their device in an area where mobile use is explicitly prohibited (e.g., some courthouses, laboratories, meetings).
5. Disturb colleagues by speaking on their phone for personal reasons during work hours.
6. Download, upload, or view inappropriate, illegal, or obscene material on any device or over the business’s internet connection.

#### Permissible activities:

Employees are allowed to:

* Make business calls.
* Check important messages.
* Use productivity apps.
* Make brief personal calls away from the workspace of colleagues.
* Use their phones and devices during breaks.
* Use their phones and devices during the lunch hour.
* Use their phone or device while in a parked vehicle.

**Disciplinary Consequences**

COMPANY NAME reserves the right to monitor employees for inappropriate and/or excessive use of mobile devices. If device usage results in a decline in productivity or interferes with normal business operations, management will suspend the employee’s right to use a mobile devices.

Employees are subject to severe disciplinary action (up to and including termination) in cases where they:

* Violate the company confidentiality policy.
* Cause a security breach.
* Cause an accident through reckless use of a mobile device.