



TITLE: Policy on Use of Work Phones
POLICY NUMBER: 2003-07
CONTACT: Vice President (Finance and Operations)
EFFECTIVE DATE: August 23, 2003
REVISION DATE:
APPROVED BY: General Assembly

POLICY ON USE OF WORK PHONES

1. PURPOSE AND PREAMBLE

The purpose of this document is to establish policy and procedures regarding the provision and use of mobile work phones for the certain staff within the MCRC.

2. INTENDED AUDIENCE

The intended audience for this document is all staff issued work phones by the MCRC

3. PROVISION OF PHONES

The Main Campus Residents' Council provides cellular phones to some of its staff members for use as productivity and accessibility enhancement tools. Such provision is for the benefit of the Main Campus Residents' Society, allowing access to these individuals after hours, while away from the office, and while they are traveling. Staff to whom phones are issued are required to carry their phones at all times and must ensure that phones are powered on charged and working properly at all times.

4. RESTRICTED USE

Phones are to be used for business reasons only and should be used sparingly in order to protect the resources of the Main Campus Residents' Society. Wherever practicable, attempts should be made to contact others using land phones. Further, it must be made clear to those to whom staff provide their mobile work phone number that its use is restricted to urgent matters. Phone logs may be audited regularly to ensure no unauthorized use has occurred. If an employee experiences a severe personal emergency that results in the need to use their mobile work phone, he or she is required to report this to the President. Failure to report such use may result in disciplinary action.

5. LOSS, DAMAGE , AND THEFT

Staff in possession of Council equipment such as cellular phones, beepers and radios are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, staff may be asked to produce the equipment for return or inspection. Staff members unable

to present the equipment in good working condition within the time period requested (i.e. 24 hours) might be expected to bear the cost of a replacement. Staff who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

6. SAFETY ISSUES FOR CELLULAR PHONE USE

Staff are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

7. CELLULAR PHONE USE WHILE DRIVING POLICY

All management staff must agree to and sign the attached Business Cellular Phone Use While Driving agreement.

Business Cellular Phone Use While Driving

The Main Campus Residents' Council has provided a cellular phone for your convenience in carrying out your duties while away from the office. Recent studies suggest the use of a cellular phone while driving increases the potential for an accident by 400%. Because the Main Campus Residents' Council is concerned with the safety of its team members, his/her passengers, and the public at large we have instituted a policy to promote safe cellular usage. This policy applies to:

- All business phone calls at any time,
- All personal phone calls during business hours,
- All business or personal phone calls while using a company-provided cell phone at any time,
- All business or personal phone calls while driving a company-provided vehicle at any time.

All staff will acknowledge and abide by the following safety operating guidelines:

- The cellular phone will be used only by the designated staff member.
- Personal phone calls will be limited to emergency situations only.
- Driving safety will always take precedence over talking on the phone.
- Suspend conversations during hazardous situations, including, but not limited to, congested traffic, construction, poor lighting, or bad weather.
- Keep any necessary conversation brief. Allow voice mail to answer the phone until you pull over to a safe location to dial or complete a conversation.
- If you must make or take a call, use the autodial and hands-free option on your cellular phone. Be sure the phone is positioned within easy reach so you may grasp it without removing your eyes from the road.
- Never take notes or look up information while driving. If you drop the phone, do not attempt to pick it up until you can pull over and stop safely.
- Advise the person you are speaking to that you are driving. Keep all conversations as brief as possible.
- Do not engage in stressful or emotional conversations that may divert your attention from the road.
- In precarious traffic situations, hang up without warning. You can always explain later why you had to disconnect the call.

I acknowledge I have read the above policy and agree to abide by its terms and conditions. I understand that violations of this policy may result in disciplinary action being taken against me.

Acknowledged by

Date