[Company Name] Cell Phone Policy

The Purpose

[Company Name] issues or pays individual cellular phones to company representatives who are required to be in close contact with the company at all times. While cell phones are a necessary convenience of the business world, we require that our employees follow the guidelines listed below for their own and others safety.

POLICY:

All employees are required to be professional and conscientious at all times when using company phones.

Usage:

It is [Company Name] policy that representatives of our organization who are issued a cellular phone understand the phones are issued for business use. Employees are expected to make every effort to not exceed the current contracted allowed minutes.

Cellular phone bills are reviewed when they arrive, any employee who exceeds their contracted allowed minutes is subject to additional usage review.

Driving:

[Company Name] has a zero tolerance policy regarding using a cell phone while driving. For the safety of our employees and others it is imperative that you pull over and stop at a safe location to dial, receive or converse on the cell phone in any way.

[Company Name] reserves the right to amend or alter the terms of this policy.

Acknowledgment of Cell Phone Policy

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received, read and understand the [Company Name] Cell Phone Usage Policy.

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Employee Signature Date

- See more at: http://www.shrm.org/templatestools/samples/policies/pages/cms\_021287.aspx#sthash.4wo43su8.dpuf