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1.0 Policy Owner

Human Resources is responsible for the overall administration and interpretation of this policy. The President of Metro Plastics will make the final approval on any exceptions to this policy.

2.0 Purpose

The purpose of this cell phones at work policy is to form a work environment that is productive and free of distractions.

3.0 Scope

Cellphones pose a potential safety hazard and ought to be deactivated, set to silence, or vibrate during business hours so that minimal disruption can occur while conducting routine operations. We do permit employees to listen to music on their mobile phones; however, for the sake of building safety, they are limited to using a single earphone at a time.

3.0 Guidelines

Personal cell phones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time when possible and to ensure that friends and family members are aware of Metro Plastics Technology policy.

Metro Plastics Technology will not be liable for the loss of personal cellphones brought into the workplace.

When job duties or business needs demand, for work-related communication, personal use of cellphones should be kept to a minimum. You may use your cell phone to review work related items such as Paycor or company emails.

Employees in possession of company-owned cellphones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Video or audio recording devices

The use of camera or other video or audio recording-capable devices on company premises is prohibited (Unless authorized by Management) when needed to secure patient/client privacy and/or to protect trade secrets and Video or audio recording in restrooms is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.