

<b>STATEMENT of POLICY and PROCEDURE</b>			
Chapter:	Human Resources	SPP No.	<b>HR 6.08.ON</b>
Section:	Health and Safety	Issued:	Dec. 19, 2019
Subject:	<b>CELL PHONE USE</b>	Effective:	Jan. 1, 2020
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Issued by:	Community Resource Centre	Issued:	

## **1 POLICY**

- 1.01 Employees are prohibited from operating a vehicle on organization business while using a hand-held cell phone or hand-held wireless communication device except for the purpose of contacting emergency services (ambulance, fire, police) only. Specifically,
- (i) an employee shall not operate a hand-held cell phone or a hand-held wireless communication device while driving a vehicle, unless operated in hands-free mode, or the vehicle is off the roadway and not moving or the vehicle is lawfully parked;
  - (ii) an employee shall not have a display screen of a television, computer or other device visible to the driver while the vehicle is moving, with the exception of a mounted global positioning system or a built-in vehicle systems display;
  - (iii) an employee shall not read or view printed material, text, type or write, print or sketch, or engage in other distractions while driving a motor vehicle.

## **2 PURPOSE**

- 2.01 The purpose of this policy is to ensure safe and appropriate use of cell phones or other hand-held wireless communication devices for business purposes and to protect organization property.

## **3 SCOPE**

- 3.01 This policy applies to all employees who have access to and/or use cell phones or other hand-held wireless communication devices in the performance of their job duties.

## **4 RESPONSIBILITY**

- 4.01 Supervisors are responsible for ensuring employees have read and understand this policy, and for dealing with disciplinary matters arising from a breach of this policy.
- 4.02 Employees are responsible for:
- (a) the proper care and maintenance of any organization-issued equipment, which includes taking reasonable care to prevent the loss, theft or damage of the equipment. All malfunctions and/or loss should be reported to the employee's supervisor as soon as possible.

## **5 DEFINITIONS**

- 5.01 **"Cell phone"** means cellular telephones, personal data assistants, or other hand-held wireless communication devices that are capable of receiving or transmitting telephone communications, electronic data, mail or text messages, and includes hands-free devices, device chargers, and any other equipment issued by the **Community Resource Centre** and necessary for the safe operation of the devices.

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5.02 **“Hand-held wireless communication device”** means any device that is capable of receiving or transmitting telephone communications, electronic data, mail or text messages (e.g. Blackberries, iphones, smart phones, etc.) and includes cell phones, hand-held electronic entertainment devices such as an iPod, iPad or a music playing device, a global positioning system (GPS), a two-way radio, a gaming device, or any other device which normally is held in the user’s hand during use or requires the user to use his or her hand to operate any of its functions.

5.03 **“Motor vehicle”** includes a street car, motorized snow vehicle, farm tractor, self-propelled implement of husbandry and road-building machine.

**6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- Highway Traffic Act* and Regulations (Ontario)
- Occupational Health and Safety Act* and Regulations (Ontario)
- SPP HR 5.05.ON — Conduct and Behaviour
- SPP HR 6.01.ON — Health and Safety Principles

**7 PROCEDURE**

7.01 Employees using cell phones or other wireless communication devices are expected to conduct themselves in a professional and business-like manner at all times. Employees must respect those around them by turning off cell phones or other wireless communication devices during meetings, whenever possible, and refraining from loud conversations within earshot of others.

7.02 Employees are prohibited from making illegal transactions, threats, harassing telephone calls or messages or anything else which contravenes the employee conduct policy while using their cell phones or other wireless communication devices.

7.03 Employees are cautioned that there is no expectation of privacy with regard to their organization-issued cell phone or wireless communication device communications.

7.04 Most jurisdictions prohibit the use of a hand-held cell phone or hand-held wireless communication devices by the driver of a moving vehicle. Employees are responsible for upholding the law in all jurisdictions regarding the use of such devices, while driving. Employees are responsible for being informed of the laws in the jurisdiction in which they are travelling.

7.05 Violations of this policy will be considered a serious offence and will be subject to disciplinary action up to and including termination of employment.