



## CORP-POL-008 – Cell Phone and Electronic Devices Policy

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### Table of Contents

1.0 Purpose .....	2
2.0 Scope .....	2
3.0 Definitions .....	2
3.1 Restricted Electronic Devices .....	2
4.0 Responsibilities .....	3
4.1 Management .....	3
4.2 Workers .....	3
5.0 Policy Statement .....	3
6.0 Associated Documents .....	4
7.0 Revision Tracking .....	4
8.0 Sign-Off .....	4



## 1.0 Purpose

If you operate a vehicle or a heavy piece of equipment in the course of your duties, you are responsible to ensure you do so safely and in accordance with the law and company policy. Inappropriate use of cell phones and other electronic devices while operating a vehicle places lives and property at risk. Health and Safety is everyone's responsibility.

The purpose of this policy is to set out the company's expectations with respect to the safe and appropriate use of cell phones and other electronic devices while operating vehicles or a heavy piece of equipment.

This policy will also address the use of personal cell phones and electronic devices brought onto company property or job sites and used by an employee during the course of the employees scheduled work day.

## 2.0 Scope

This policy applies to all employees of the company, all third party consultants, workers, contractors, temporary workers and other workers providing services to the company at company facilities or on behalf of the company outside company facilities.

This policy is applicable while performing any work-related activities, including but not limited to driving to and from work and off-site work locations, and while operating any vehicle in the course of employment, regardless who owns the vehicle.

All electronic devices used for communication and/or which have visual displays, are governed by this policy. This policy applies regardless whether the purpose of using the Restricted Device is business or personal, and whether or not the individual is on a break.

## 3.0 Definitions

### 3.1 Restricted Electronic Devices

Restricted Electronic Devices are all electronic devices - that are used for communication and/or visual displays. This includes but is not limited to music devices, cellular phones and other wireless communication devices, GPS and other computerized directional devices, regardless whether the devices are owned by the company are governed by this policy.

Review Frequency	Creation Date:	Rev. #	Creator	Document #	Page
1 year	July 15, 2011	2	Glenn Cunningham	CORP-POL-008	2 of 5

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## 4.0 Responsibilities

### 4.1 Management

Management is responsible for ensuring that the Cell Phones and Electronic Devices Policy is created and enforced. It is important for management to periodically review and update the policy as technology changes.

### 4.2 Workers

Any worker, whether employed by the company or not, must ensure that they follow the Cell Phones and Electronics Devices Policy. Should they be exempted from the rule the must carry the exemption to cell phone/smart phone policy form.

## 5.0 Policy Statement

Workers must exercise care and due diligence at all times when operating vehicles, equipment and must do so in accordance with applicable laws. If issued a wireless headset or other restricted electronic device, the worker shall utilize that device only in accordance with manufacture specifications, this policy and the law.

Use of Restricted Electronic Devices while in care and control of a vehicle or piece of equipment should be kept to a minimum, and then only in accordance with the following restrictions:

1. No restricted electronic device may be utilized by the vehicle operator unless the vehicle is stationary, off the travelled part of the road, not impeding the flow of traffic and not positioned in a manner that may endanger the occupants or others.
2. Without limiting the generality of the first point, typing, sending and/or reviewing text messages, emails and other electronic messaging of a visual nature are strictly prohibited unless the vehicle is stationary, off the travelled part of the road, not impeding the flow of traffic and not positioned in a manner that many endanger the occupants or others.
3. Despite the first point, the operator may utilize a wireless communication device in hands-free mode if the device is mounted, or through the use of a wireless headset, for voice communication only.
4. Despite the first point, the operator may utilize a mounted GPS device but may not press any buttons on the device except when the vehicle is stationary, off the travelled part of the road, not impeding the flow of traffic and not positioned in a manner that may endanger the occupants or others.

Review Frequency	Creation Date:	Rev. #	Creator	Document #	Page
1 year	July 15, 2011	2	Glenn Cunningham	CORP-POL-008	3 of 5

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# Cell Phones and Electronic Devices

Use of personal cell phones or other electronic devices while working on any job site is strictly prohibited. These devices cannot be taken onto active work sites or carried on their person while performing job tasks. Some exemptions may apply.

Exemptions – In some circumstances an exemption may be granted to an employee when there is a bona fide need for communication between the employee and the employer while on company business. A separate exemption form will be completed by the supervisor requesting the exemption and clearly indicating the reason and duration that the exemption is to last. This form must accompany the employee at all times while on the specific job.

Workers who violate this policy who are employees of the company will be subject to disciplinary measures up to and including dismissal, depending on the circumstances. Workers who are not employees of the company will face appropriate action, depending on the circumstances.

## 6.0 Associated Documents

6.1 Appendix A – Exemption to the Cell Phone/Smart Phone Policy

## 7.0 Revision Tracking

Revision No.	Date	Revision/Review	Revised By	Approved By
0	June 15, 2011	Document Created	Don Campbell	Don Campbell
1	November 14, 2016	Document Reviewed	Don Campbell	Don Campbell
2	September 28, 2018	Transferred to new format	Stephanie Carr	

## 8.0 Sign-Off

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employees:

Print	Sign
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Review Frequency	Creation Date:	Rev. #	Creator	Document #	Page
1 year	July 15, 2011	2	Glenn Cunningham	CORP-POL-008	4 of 5

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# Cell Phones and Electronic Devices

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## Appendix A

### Exemption to the Cell Phone/Smart Phone Policy

In the event of situations where the use of a cell phone or smart phone is required due to operational communication requirements, this form will be used as clear authority that an employee is exempt from the portion of the policy which states that, "These devices cannot be taken onto active work sites or carried on their person while performing job tasks" of the Day "Cell Phone and Electronic Devices" policy.

**Department:** \_\_\_\_\_

**Employee:** Print: \_\_\_\_\_ Sign: \_\_\_\_\_

**Supervisor Authorization:** Print: \_\_\_\_\_ Sign: \_\_\_\_\_

**Reason:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Duration of Exemption:** Date Start: \_\_\_\_\_ Date End: \_\_\_\_\_

Original copy of this authorization must be carried with the employee at all times while on any jobs during the exemption period. Failure to produce this form upon request by Day or customer personnel will constitute non-compliance of the Day cell phone/smart phone policy. Employee will be subject to disciplinary action.

All supervisors granting this exemption must keep copies of all exemptions granted and these copies are to be sent to the Resource Department for entry into the Intellex system.

Review Frequency	Creation Date:	Rev. #	Creator	Document #	Page
1 year	July 15, 2011	2	Glenn Cunningham	CORP-POL-008	5 of 5

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