CELLPHONE AND WIRELESS DEVICE POLICY

The following rules and regulations are to be followed at all times, by all employees. If a worker fails to comply with the following rules and regulations the offender will be punished accordingly, by the supervisor’s discretion.

**POLICY**

1. Personal devices must not be used at work, unless a worker is offsite or on break, away from any hazardous locations.
2. [company name] is not responsible for any lost, personal devices
3. Company owned devices that are lost or damaged must be reported immediately
4. No illegal content is to be downloaded on any device
5. No pictures, videos and recording are to be take on site without a supervisor’s approval
6. Using pictures, videos and recordings to collect confidential information will not be tolerated
7. Company data must not be downloaded on any personal devices, unless through corporate emails
8. Devices are not to be used while working on or with any machinery/equipment

\*If suspicious of any prohibited device activity, please report immediately.