

Cell Phone and Data Device Usage Policy for Spectrum Generations

Cell Phones and data devices have become a valuable tool in conducting businesses as more employees are using them to perform their jobs. Among other things, they help boost productivity by keeping employees connected to the office and to clients. However, cell phones and data devices also raise a number of issues involving safety, security, and privacy.

All employees must, at all times, follow applicable state and federal laws or regulations regarding the use of cell phones and data devices. In addition, regardless of the law in your jurisdiction, it is a Spectrum Generation policy that employees whose job responsibilities includes driving, must refrain from making calls while driving. Under no circumstances should an employee use a data device (texting or e-mailing, for instance) in any way while driving. Regardless of the circumstances, including slow or stopped traffic, employees are required to safely pull off the road and safely stop the vehicle before placing a call. If driving, an employee may accept an incoming call only the use of a hands-free operations device, such as Bluetooth headset or in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

This policy applies to all employees who are driving on company business, either in their own vehicle or a company issued vehicle. This policy includes the use of personal cell phones and data devices as well as company-issued cell phones and data devices. For instance, an employee travelling on company business using a personal vehicle and personal cell phone is subject to this policy. In addition, employees who use company vehicles for personal use) as permitted by the company, are subject to this policy whenever they are operating the company vehicle.

Hands-free equipment will be provided with company issued phones to facilitate the provisions of this policy.

Employees who are charged with traffic violations resulting from the use of their cell phone or data device while driving will be solely responsible for all liabilities that result from such actions.

Spectrum generations has the right to monitor corporate messaging systems and data including data residing on a user's mobile devices if that device accesses Spectrum Generations data resources, including email.

It is the responsibility of the device owner or assignee to notify direct supervision and the IT Director if a device is lost, stolen or believed to be compromised.

Spectrum Generations has the right to wipe any device at any time if that device accesses Spectrum Generations data resources. If a device is returned or disposed, it shall be wiped or set to factory defaults to prevent un-authorized access to Spectrum Generations data resources.

Violations of this policy will be subject to progressive discipline up to and including termination.

The undersigned Employee hereby acknowledges that he/she has read the foregoing Policy and agrees to be bound by and comply with such Policy.

Signature

Date