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Section: <b>Human Resources</b>	
Subject: <b>Cell Phone and Electronic Device Policy</b>	

## **Cell Phone and Electronic Device**

The following applies to all cell phones and electronic devices. Dining Services management will monitor employees for excessive or inappropriate use of their cell phones/electronic devices during working hours. Management may approve exceptions of cell phone use, as per responsibilities, which may require an employee to use their device.

### **Procedure**

The following procedures should be implemented by employees of all Dining Services operations.

- Cell Phone use during work shifts is prohibited unless prior approval is granted or for an emergency.
- Devices are allowed during breaks & lunch periods.
- The use of a phone for any action while driving a company vehicle is prohibited.

### **Disciplinary Procedure**

If you are caught using cell phone, you may be disciplined.