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## Record of Updates

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<td>1</td>
<td>January 27, 2015</td>
<td>Original - approved</td>
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A. INTRODUCTION

1. Background

AMVIC is a society incorporated under the Societies Act. AMVIC was established as a regulatory board to exercise the powers, duties and functions delegated to it pursuant to the provisions of the Fair Trading Act. The purpose of the Cellular and Mobile Device Policy is to document AMVIC’s rules and expectations regarding the use of cellular and mobile device electronics by AMVIC staff while performing AMVIC duties, or using AMVIC cellular and mobile equipment outside of work, for non-work related tasks.

2. Purpose

This policy outlines the use of personal cell phones at work, the personal use of business and/or personal cell phones and the policy regarding the safe use of cell phones by employees.

3. Personal Cellular Phones

While at work, employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity, safety and may be distracting to others. Employees are encouraged to make personal calls during breaks and lunch and to ensure that friends and family members are aware of the AMVIC’s policy.

AMVIC will not be liable for the loss of personal cellular phones brought into the workplace.

Cellular telephones may not be used to defame, harass, intimidate, or threaten any other person.

Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner; including while operating a motor vehicle.

4. Personal Use of AMVIC-Provided Cell Phones

Where job or business needs demand immediate access to an employee a department may authorize issue of a business cell phone for work-related communications. In order to protect
the employee from incurring a tax liability for the personal use of equipment, such equipment should be used for business reasons.

All employees understand that while some minimal personal use is inevitable, an AMVIC provided phone is intended primarily for business use. Call summary reports (i.e. number of minutes, texts and amount of data used) may be distributed to supervisors on a periodic basis and are to be reviewed for reasonableness. **Employees will reimburse AMVIC for any overage charges related to personal use.** The call detail records generated from assigned cell phones are considered records of AMVIC and may, on occasion, be subject to internal and outside audits by AMVIC and/or official agencies. Reasonable personal calls made while away while on travel status will be acceptable.

Employees in possession of AMVIC equipment (e.g., cellular phones) are expected to protect the equipment from loss, damage or theft. Upon resignation, termination of employment, or at any time upon request, the employee will be asked to produce the equipment for return or inspection. Employees unable to present the equipment in good working condition within a reasonable time period (i.e., 24 hours) will bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss. Any outstanding debt will be deducted from the employee’s final pay check.

5. **Cellular Phone Use while Operating a Vehicle**

Employees whose job responsibilities include driving must refrain from using their phone/communication device while driving an AMVIC vehicle or while driving any other vehicle (rented, leased, borrowed, or their own vehicle) while conducting AMVIC business, unless the vehicle is equipped and set up for Bluetooth hands free operation.

Drivers shall comply with all federal, provincial, and municipal laws and regulations regarding the use of mobile technology devices including cell phones. Incoming or outgoing cellular phone calls are not allowed while driving, unless the vehicle is equipped and setup with Bluetooth which allows for hands free operation. Sending or reading text messages, emails, dialing cellular phones, viewing television, videos, or DVD’s and inputting data into laptop computers, personal digital assistants or navigation systems are prohibited while driving. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked.
Acceptance of a call is allowed only through the use of certified Bluetooth device (where allowed by law) or by safely pulling over. Special care should be taken in situations where there is traffic, inclement weather, school / playground zones, or the employee is driving in an unfamiliar area or unfamiliar vehicle.

6. **AMVIC issued Cell Phones**

The following positions will be assigned an AMVIC phone:

1) Executive Director;
2) Management and/or other positions within AMVIC as determined by the Executive Director.

7. **Cellular Calling, Texting, and Data (both on device, and while tethering)**

If the limit of the current calling plan is not exceeded, then personal calls do not need to be identified. If the allowable call time is exceeded then personal calls must be identified and any personal calls over the plan limit must be refunded to AMVIC.

If the data or texting plan is not exceeded, some limited personal mobile browsing is permissible. However, if the plan is exceeded, the portion of the extra billing related to personal use must be refunded to AMVIC.

Employees are permitted and encouraged to use their Data for AMVIC business, including tethering the phone to a computer, laptop, or tablet. However, employees are expected to exercise good judgment when and where it is appropriate to tether, rather than using Wi-Fi or Ethernet connections.

Cellular Data is never to be used within an AMVIC office, as this will increase costs, and both Wi-Fi and Ethernet can be provisioned for you, at the discretion of the AMVIC IT Generalist.

8. **Using Personal Cellular Devices for AMVIC Business**

At the sole discretion of the Executive Director of AMVIC, personal phones may be used for AMVIC business, rather than an employee being issued an AMVIC owned cellular device. This
9. Questions or concerns

Please bring any questions or concerns about this policy to the attention of the AMVIC IT Generalist by emailing it@amvic.org.