

Mobile Phone Use Policy

1.0 Policy Statement

The City of Mount Pearl requires that employees restrict the use of mobile phones in the workplace for business purpose only whenever possible. In addition, employees shall abstain from using their mobile phones while operating City owned vehicles.

2.0 Scope

This policy applies to all City of Mount Pearl employees at all locations during work duties. In addition, this policy applies to personal and city-owned mobile phones, and all other forms of portable communication devices. For this policy, all communication devices shall be referred to as “mobile phones”.

3.0 Purpose

To establish a policy to govern the appropriate use of mobile phones in the workplace.

4.0 Mobile phone Use

1. City of Mount Pearl employees are directed to use personal or City-owned mobile phones for business purposes only during regular business hours.
2. Excessive personal calls during the workday, regardless of the phone used, can interfere with productivity and be distracting to others. Personal calls should be made during non-work time.
3. City of Mount Pearl is not liable for the loss of personal mobile phones brought into the workplace.
4. City of Mount Pearl strictly prohibits the use of mobile phones or similar devices while at any work site or operating heavy equipment at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment. Such devices must be secured, or the device used only by an employee who is out of harm's way at such work environments.
5. City of Mount Pearl employees are strictly prohibited from using any personal mobile phone or similar device as an unauthorized media storage device for the storage or transportation of City business information.

5.0 Mobile phone Use While Operating Motor Vehicles

The City of Mount Pearl strictly prohibits the use of mobile phones without hands-free device while operating City owned and operated vehicles, or while operating a vehicle during City business. The following guidelines shall also apply:

1. The use of hands-free mobile phones should be kept to a minimum when driving.

2. To make or receive calls employees shall:
 - Enable hands-free mode
 - Pull over and stop;
 - Allow a passenger to operate the phone;
 - Use voice mail and respond to the call at a safer time; or
 - Let someone else drive, freeing you up to make or receive calls.
3. Employees are solely responsible for any fines and/or charges laid by the authorities for illegal use of a mobile phone while operating a vehicle during their employment.
4. Employees who choose to violate the policy will face disciplinary measures up to termination or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their mobile phone while driving, and the employer is sued.

6.0 Approvals



Steve Kent, Chief Administrative Officer

March 4, 2019

Date