

Sample cell phone policy

A model employee policy on texting and phoning while driving

This is a model policy relating to the use of cell phones and PDAs while operating a personal or company-provided vehicle while performing work duties. You may draw language or ideas from this in developing your organization's employee policy.

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All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDAs at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone or PDA for business use are expected to refrain from using their phone to text, receive or place calls, surf the web, email or instant message or to take pictures or video while driving. Use of a cell phone or PDA while driving is not required by the company. Safety must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, employees are required to pull into a rest area or parking lot and safely stop the vehicle before placing or accepting a call or use

hands-free operations, refrain from discussion of complicated or emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

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

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

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to the highest forms of discipline, including termination.

For more information on employee handbook policies regarding workers' compensation practices, download or order the "Employee handbook" CompTalk in SFM's online "Resource catalog" at www.sfmic.com.