



## Employee Cell Phone Policy Template

Welcome to our team! As part of our commitment to creating a productive work environment, we have established guidelines for cell phone usage in the workplace. Please review the following policy:

1. Cell phones should be kept on silent mode during work hours to minimize disruptions.
2. Personal calls should be limited to designated break times to ensure focus on work tasks.
3. Texting should be kept to a minimum and only for urgent matters that cannot wait.
4. Personal use of cell phones should not interfere with job responsibilities or productivity.
5. Employees are encouraged to use their cell phones for work-related communication when necessary.

For more information on our Employee Cell Phone Policy, please refer to our employee handbook.