

Mobile phone policy template

Mobile phone policy template for [Your Company Name]

At [Your Company Name], we understand the importance of balancing productivity with the flexibility to use mobile phones for personal needs. Our mobile phone policy aims to provide guidelines that ensure a secure, efficient, and respectful work environment.

Purpose and scope

This policy outlines the acceptable and unacceptable use of mobile phones during work hours, whether the device is company-provided or personal. It applies to all employees, contractors, and visitors within [Your Company Name]'s premises.

Acceptable and unacceptable use

- Brief personal calls or texts.
- Emergency situations.
- Use of productivity apps.
- Unacceptable use:
 - Excessive personal calls or texts that disrupt workflow.
 - Use of social media unless it's work-related.
 - Any form of harassment or illegal activity.

Security measures

- Enable two-factor authentication on all company-provided mobile phones.
- Do not store sensitive company information on personal mobile phones.
- Use secure Wi-Fi networks when accessing company data.

Consequences for policy violations

- First offense: Verbal warning.
- Second offense: Written warning.
- Third offense: Disciplinary action, up to and including termination.

Acknowledgment form

I, [Employee Name], have read and understood the Mobile Phone Policy of [Your Company Name] and agree to adhere to the guidelines set forth herein.