

## 21.02 Cellular and Other Communication Devices

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide cellular and other communication devices to approved staff members to assist employees in completion of their job duties.

### Procedure:

#### Personal Devices:

Personal cellular and other communications devices brought to the workplace must be deactivated or placed in silent mode, except for those employees whose use of personal device for agency business has been authorized. Use must be pre-approved by the division director or department administrator. Employees may use their personal devices while on rest or lunch breaks as long as the use of personal cellular phones does not interfere with employee job duties and responsibilities.

- The use of camera attachments on personal cellular and other communication devices by persons not authorized to do so is prohibited at all Goodwill locations or worksites. The Director of Facilities will be notified immediately if an unauthorized person is found using a camera attachment at any Goodwill location or worksite.
- Goodwill will not be liable for the loss of personal cellular phones brought into the workplace.
- Employees may elect to connect their personal cellular devices to Goodwill's Microsoft Exchange application.

#### Company or Customer provided devices:

Cellular and other communication devices issued to employees by the agency are to be used for company business only. Under no circumstances may agency-owned cell phones or other communication devices be borrowed by non-employees or customers. Devices may not be shared between contracts or employees. Finance will review monthly billings and will investigate any misuse.

- Employees in possession of cellular phones are expected to protect the equipment from loss, damage, or theft.
- Transfer of any equipment must follow Policy & Procedure 11.20, *Fixed Assets-Inventory*. The Finance Department shall use tracking forms for the issuance and repair of the cellular phones and other communication devices.
- Department administrators and division directors are responsible for periodic surveys and the inspection of forms to assure compliance with Goodwill Policy & Procedure 11.20, *Fixed Assets-Inventory*.

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- Upon resignation, termination of employment or extended time off, the employee shall deliver the communication device to their immediate supervisor for inspection and return to the appropriate supervisor. Cellular phones must be returned to the Finance Department. Employees unable to present the device in good working condition will be charged the cost of replacement.
  - Unauthorized use of camera attachments on company or customer cellular and other communication devices is prohibited at all Goodwill locations or worksites. The Director of Facilities will be notified immediately if an unauthorized person is found using a camera attachment at any Goodwill location or worksite.
  - Employees are not permitted to text on company or customer provided devices unless previously authorized by their department director or administrator.
  - Employees are expected to refrain from using their phone while driving.
  - Ohio law prohibits texting while driving.