

CHRYSALIS SPECTRUM



Chrysalis Spectrum Mobile Device Policy

1. Mobile devices policy overview.

Chrysalis Spectrum understands how important it is to the independent contractors to have access to their personal cell phones at work. However, while at work, independent contractors are expected to exercise discretion in using their personal cell phones. Excessive personal mobile device use during the workday does not only interfere with productivity, it can also be distracting to the clients. Chrysalis Spectrum is not liable for the loss or damage of personal mobile devices brought into the workplace.

2. Acceptable mobile device use.

Independent contractors are expected to maintain professionalism and not disturb the clients by keeping cell phone use to a minimum. Independent contractors should restrict mobile device use during work time, and should use personal cell phones only during scheduled breaks or lunch periods. While occasional, brief personal calls are acceptable, the employee must clock out for no more than fifteen (15) minutes per three (3) hour shift to use their cell phones. These personal usage rules also apply to texting/messaging and Internet usage.

3. Cell phone use while driving

Independent contractors are prohibited from using a cell phone, hands on or hands off, or similar device while driving on the clock with a client. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other mobile device related use.

4. Prohibition of Camera Phones

Camera phones can present risks when used improperly, potentially, compromising client's information. Independent contractors may not use any cameras, video and audio recording devices, or video or recording features of cell phones or other digital devices that contain such capability at work that can cause violations of privacy and breaches of confidentiality.

5. Disciplinary action for unacceptable mobile device use.

Excessive and improper use of personal mobile devices at work will result in discipline actions and possible termination based on the severity of the offence.

Acknowledgement and understanding of Policy (Signature Required)

Date:

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