



June 2016

NCAE MODEL MANAGEMENT POLICY:

CELL PHONE POLICY STATEMENT¹

The safety of employees working for [*Name of Business*] is important above all else. We recognize that cell phones have become an integral part of day to day life and believe that they can be an asset in the workplace if used correctly. Applications for things such as calendars, business calls, reminders, etc. all can be incredibly helpful when utilized at the correct time. However, [*Name of Business*]'s focus on agriculture and farming places an incredibly large liability and danger when cell phones are used at the incorrect time. Cell phones may be cause for significant problems in the workplace for the following reasons:

1. The distraction of employees regularly checking their cell phone
2. Time subtracted from working hours due to time spent on a cell phone.
3. Interference of other colleague's jobs due to cell phone use.
5. Accidents that may occur while an employee is using a cell phone on the job.

Inattentivity for even a moment in the agricultural industry can not only be disastrous, but fatal as well. [*Name of Business*] expects its employees to use their cell phones prudently while on the job and absolutely never in the following circumstances or for the following reasons:

¹ This policy must be given to all employees. Supervisors should be informed of the importance of strict compliance with this policy and to monitor the business premises for compliance. If the employer has an Employee Handbook, this policy should be included. Employees should sign and date an acknowledgement that they have received this policy. If a farm labor contractor (FLC) is used to provide workers, a copy of this policy must be given to the FLC and explained. If the business has a written agreement with the FLC, this policy should be included in the agreement. The FLC must be instructed to explain the policy to its employees. The contractor must be informed that strict compliance with this policy is a condition of doing business and the FLC must enforce this policy with its employees, otherwise the business is entitled to terminate its agreement with the FLC.

1. While operating a motor vehicle.
2. Within earshot of a colleague or another colleague's working space.
3. To download or upload inappropriate, graphic, obscene, or illegal material.
4. To record or tape any confidential information.
5. To play games during work hours.

Employees of [*Name of Business*] also must turn off or silence cell phones whenever asked by a manager or supervisor. The only times that employees may freely use their phones are under these specific circumstances:

1. During given breaks or the employee's lunch break.
2. To briefly check important messages when none of the circumstances listed above would be violated.
3. To make emergency calls when none of the circumstances listed above would be violated.

[*Name of Business*] retains the right to monitor all employees for both excessive and inappropriate use of their cell phones at all times. If it is discovered that an employee is in violation of any of the guidelines listed above or usage of the phone is causing a decline in productivity, [*Name of Business*] will ban that employee from using their cell phone. For actions that may result in a breach of security, violate the confidentiality clause, or cause an accident, the employee will face more severe disciplinary repercussions up to and including termination. For employees found violating a ban they have received due to previous infractions, the employee will face more severe disciplinary repercussions up to and including termination.