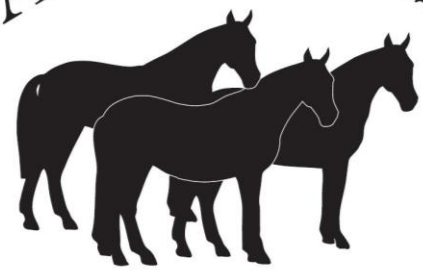
CART HORSE



PROTECTION ASSOCIATION

USE OF CELL PHONES POLICY

Created :	January 2024
Last Revised :	
Review Date :	January 2026

USE OF CELL PHONES POLICY

1 Policy Objective

The productive use of working time is an essential element of a well-run organisation. As such, this policy sets out to inform employees that they are required to devote all their working hours to the completion of their tasks and/or job functions. A failure to do so is seen in a serious light by the company and therefore the following policy will apply.

2 Application

This policy applies to all company employees.

3 Specifics

3.1 Only employees who require their cell phones for business purposes are permitted to have them on during working hours. All other employees are required to ensure that their cell phones are turned off during stipulated working hours. Employees are therefore only permitted to use cell phones during their designated break periods.

3.2 An employee will be required to get written permission from management if, due to an emergency, he/she is required to have his/her cell phone on during working hours. Management will use its discretion regarding granting permission and shall not unreasonably withhold such permission. Management may request reasonable proof of the alleged emergency prior to granting such permission.

3.3 The receptionist shall take messages for employees during the workday. Should an emergency occur, the employee will be immediately informed and be permitted to either take the call or return the call. In all other cases, the employee will be permitted to return the phone call (at their own expense) during the designated break times.

3.4 Cell phone use in contravention of any safety regulations or legislation where cell phones are prohibited, will result in disciplinary action being taken against the employee concerned.

4 Policy Breach

A breach of this policy by an employee shall be deemed a serious offence in terms of the company's disciplinary code and procedure. Disciplinary action will be taken which, depending on the circumstances, may result in termination of the employee’s services.