



Cellphone Policy

Personal Use of Cell Phones, Computers, and PDAs at Work

While at work, employees are expected to refrain from personal use of cellular phones, computers and tablets. Personal calls, personal instant messaging, personal text messaging or tweeting during the work day -- regardless of whether the equipment used is company-provided or not -- interferes with employee productivity and is distracting to others. They are expected to make personal calls and/or send personal text messages, tweets or instant messages on non-work time and to ensure that friends and family members are aware of this company policy. The company is not liable for the loss of personal cellular phones, tablets or other personal electronic equipment brought into the workplace.

Distracted Driving

In Manitoba, it is illegal for drivers to use hand-held mobile devices while driving a vehicle. As of Aug. 1, 2013, Manitobans convicted of using a handheld device while driving will receive two demerits, in addition to a \$200 fine.

Manitoba Public Insurance: <http://www.mpi.mb.ca/en/Rd-Safety/Distracted-Driving/Pages/DDOverview.aspx>

The Highway Traffic Act: http://web2.gov.mb.ca/laws/statutes/ccsm/h060_2e.php#215.1

Any employee who is fined for distracted driving will no longer be able to drive Southeast Collegiate vehicles regardless of whether or not the infraction was in one of our vehicles. This infraction is too serious to risk the lives of our students.

Southeast Collegiate Company Cellphones

Personal Use of Company provided or paid for Cell Phones, Computers, and tablets at Work

While at work, employees are expected to refrain from personal use of company cellular phones, computers and tablets. Personal calls, personal instant messaging, personal text messaging or tweeting during the work day -- interferes with employee productivity and is distracting to others. They are expected to limit personal interactions during work time and make personal calls and/or send personal text messages, tweets or instant

messages on non-work time and to ensure that friends and family members are aware of this company policy. The company is not liable for the loss of personal cellular phones, PDAs or other personal electronic equipment brought into the workplace.

No Expectation of Privacy: Employees who are issued company cellular phones and/or wireless devices understand that there is no expectation of privacy when using Southeast Collegiate provided cellular phones and/or wireless devices. The company has the right to review all records related to cellular and/or wireless devices including but not limited to phone logs, text messages, and internet usage logs. Users should further be aware that all records are subject to discovery under the Public Records Act.

Southeast Collegiate issued Cellular phones and/or wireless devices shall remain the sole property of the company and shall be subject to inspection and/or monitoring (including related records including text messages) at any time. Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Employees who are found on these above mentioned devices during work hours will be subjected to progressive discipline procedures, which may lead to termination.

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