



## Mobile Device Policy

### **Intent**

Paws for Hope Animal Foundation (Paws for Hope) has adopted this policy to govern the use of mobile devices provided for business use.

Mobile devices are considered any portable electronic device such as mobile phone.

### **Scope**

This policy applies to all Paws for Hope employees, volunteers and board members (herein “representatives”) who have an electronic device owned by Paws for Hope.

### **Policy**

1. Mobile devices provided by Paws for Hope remain the property of Paws for Hope, and users should not have an expectation of privacy as it relates to the use and functions of the mobile phone except where required by law.
2. Paws for Hope representatives are directed to utilize their organizational-supplied mobile phones for work purposes, however, occasional personal use is allowed.
3. All information stored on Paws for Hope phones belong to Paws for Hope.
4. Users cannot download apps, unless the user has received written approval from their supervisor.
5. Mobile phones must be password protected.
6. Mobile phone passwords are created by administrator and cannot be changed without written approval.
7. Any data overages which accumulate due to personal use and not business use are the financial responsibility of the user.
8. Mobile phone must be returned within 48 hours of termination of representative’s position.

### **Use of Mobile Phones While Operating a Motor Vehicle**

- Paws for Hope strictly prohibits the use of mobile phones while operating a vehicle on Paws for Hope business, unless being used with a hands free device.
- The use of hands-free mobile phones should be kept to a minimum when driving not to be distracted.

Representatives are solely responsible for any fines and/or charges laid by the authorities for illegal use of a phone while operating a vehicle in the course of their employment.

Representatives who choose to violate the policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were using their cell phone while driving, and the employer is sued.

### **Acknowledgement and Agreement**

I, (Employee/Volunteer Name), acknowledge that I have read and understand the Mobile Phone Policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this Policy as well. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including the termination of my employment, and any legal action pursued by Paws for Hope.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_