

**EGYPTIAN ELECTRIC COOPERATIVE ASSOCIATION
POLICY BULLETIN NO. 224**

POLICY: USE OF TELEPHONES DURING WORK HOURS

I. OBJECTIVE:

- A. To protect and preserve the safety and health of its employees and the public by complying with federal, state, and local laws, rules and regulations. This includes the Federal Motor Carrier Safety Administration (FMCSA) regulations restricting the use of hand-held mobile telephones by commercial motor vehicles (CMV) drivers.
- B. To ensure that all employees are responding to consumer needs courteously and efficiently.
- C. To ensure that the Egyptian Electric Cooperative's telephones are used for job-related purposes, with only minimal personal use.

II. EXPLANATION:

- A. Use of electronic equipment while working or driving can cause distractions and hazardous situations. It can also create a decrease in work productivity and interrupt meetings.
- B. The following guidelines have been established in an effort to create a safe and productive work environment and to foster responsible work habits which will result in reduced losses.

III. CONTENT:

- A. It is the policy of Egyptian Electric Cooperative that all of its employees qualified as Commercial Motor Vehicle drivers are prohibited from using a hand-held mobile telephone, including texting, while driving a CMV on a highway or road, including while temporarily stationary because of traffic, a traffic control device, or other momentary delays.
- B. Egyptian Electric Cooperative's telephone system and cell phones are business tools owned and paid for by the employer to facilitate business communication; therefore, the systems are the employer's private property.
- C. Egyptian Electric Cooperative may/will monitor telephone calls received or made by employees of the cooperative.
- D. Egyptian Electric Cooperative recognizes that all employees will occasionally need to place and receive personal phone calls. Personal calls should be minimal, as employees will be held accountable for personal incoming/outgoing calls from their individual extensions.

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- E. Receiving and placing excessive personal calls is disruptive to others and is prohibited.
- F. Personal cell phones shall not be disruptive to the business of Egyptian Electric Cooperative.
 - 1. Personal cell phone usage shall be limited to breaks and lunches.
 - 2. Personal cell phones shall not be used at the front counter/in the office environment.
 - 3. Personal cell phones shall be turned off during working hours
- G. Employees with in-phone cameras must not use those phones in any way that would interfere with the work of Egyptian Electric Cooperative or its employees. If the use of in-phone cameras is inappropriate or interferes with the business of Egyptian Electric, such phones will not be permitted and may lead to disciplinary actions as stated below.
- H. Company phones shall not be used for illicit activities.
- I. Any violation of this procedure shall result in appropriate discipline up to and including discharge.

IV. RESPONSIBILITY

The Executive Vice-President/General Manager shall be responsible for the administration of this procedure through his/her department managers.

Adopted: 5/22/2007
Revised: 3/27/2012

Attested: Paul Pyatt, Secretary
Attested: Kevin Liefer, Secretary