

Work Cell Phone / Cell Phone Plan Use Policy	Policy Number: PA-111
Last Reviewed: 2019/09/16	Next Review: 2020/09/16

Purpose: This policy sets out guidelines for employee use of work issued cell phones or other handheld wireless devices (devices) and/or personal devices registered to the Pinnguaq corporate account plan. The primary purpose and use for devices or access to plans provided by Pinnguaq Association to its employees is to assist them in understanding and carrying out the duties of their employment. At all times work-issued devices and/or plan access should not be used for any illegal or otherwise harmful purposes. During work hours, work-issued devices and/or plan access should only be used for work-appropriate purposes.

Policy:

1. Work-issued devices and/or access to corporate account plans are provided to employees at the discretion of The Pinnguaq Association and are intended to support business use.
2. All data, documents, and messages created, accessed, transmitted, or received via the use of work-issued devices is the property of The Pinnguaq Association. The Pinnguaq Association reserves the right to access and monitor all messages and files on the work issued device as deemed necessary and appropriate.
3. Devices or plan access granted to employees by the Pinnguaq Association may not be used to solicit others for commercial ventures, religious, or political causes, outside organizations, or to harass any person.
4. Above all, work-issued devices and/or plan access may not be used for the purposes of illegal transactions, harassment, obscene, inappropriate, or otherwise harmful behavior. For example, company-issued devices or plan access may not be used to:
 - Post, transmit or otherwise distribute material which is unlawful, harassing, libelous, defamatory, racial, profane, abusive, threatening, harmful, vulgar, obscene, sexually suggestive, hateful, invasive of another's privacy, or otherwise objectionable.
 - Distribute or provide access to data or information which is protected by copyright or other intellectual property rights, without attribution to the rights of the holder(s).
5. During work hours or while at work functions, employees should only use work devices or plan access for work-related/work-appropriate purposes.

6. If an employee violates this policy, they are subject to disciplinary action, up to and including dismissal.