



Procedure Statement:

This procedure outlines The Flower Cart’s guidelines for using electronic devices at work.

Definitions:

Electronic devices – any device capable of making or transmitting still or moving photos, video recordings, or images of any kind; any device capable of creating, transmitting, or receiving text or data; and any device capable of receiving, transmitting, or recording sound.

Procedure:

The Flower Cart owned cell phones:

If you choose to use the phone outside of your workday at The Flower Cart, you assume the risk, i.e., if you lose the phone, it is destroyed, you will pay for the replacement. If something happens to the phone or accessories while it is on The Flower Cart property, The Flower Cart will assume the cost of repair and/or replacement.

If you use the cell phone on your own personal time and answer a business call you will not be reimbursed for this time without supervisor’s permission. Next day time adjustment is the preferred method of reimbursement.

The rules that apply to personal use of a land line apply to the personal use of a cell phone, i.e., no long distance calls. If you incur additional charges on the cell phone, you are responsible to pay for them.

All personal electronic devices:

Employees are not allowed to:

- Play games on their electronic device during working hours.
- Use their device for any reason while driving a company vehicle.
- Using their device’s camera or microphone to record confidential information, this includes taking pictures, unless otherwise instructed for social media purposes by the Executive Director. Note: cameras will be made available for staff use. Should you choose to use your own device, The Flower Cart will not accept responsibility for your device.
- Use their device in areas where the use is explicitly prohibited.
- Speak on their device within earshot of colleagues’ working space during working hours.
- Download or upload inappropriate, illegal, or obscene material on the device using The Flower Cart’s internet connection.
- To make business calls on their personal device, unless otherwise instructed to do so by your supervisor.

There is absolutely no personal cell phone use in the production areas of The Flower Cart, this goes for participants as well as staff.

Employees can use their phones during breaks or at lunch time. Personal devices should be shut off or put on silent during work hours. Devices should be kept in a secure place during work hours.

The Flower Cart will not be liable for the loss of personal electronic devices brought into the workplace.

Disciplinary Consequences

Excessive or inappropriate use of personal devices that causes a decline in productivity or interferes with our operations, may lead to the employee being banned from using their device during work hours.

Employees may face severe disciplinary action up to and including termination, in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.



- Cause an accident by recklessly using their device.

Related Information:

Contact:

Human Resources Department

Roles and Responsibilities:

Supervisors – monitoring device usage in their departments

HR – monitoring usage of The Flower Cart’s cell phones through billing

Revision History: