



Cell Phone Policy Checklist

75% of employers say that 2+ hours are lost every day because of cell phone usage. This checklist will help you create clear rules for employee cell phone usage at your business.



Use this checklist to help update your employee handbook, or make copies once you complete it to give to your employees.

What can you use cell phones for at work?

- Emergency contact
- Work emailing, texting and other functions
- Personal use during down time
- Music while working
- No limits

Where can you use your phone at work?

- Nowhere on company property
- Anywhere on company property
- Only in the break room
- Only in your office/at your desk
- Anywhere a customer or client can't see

These activities are not allowed while working:

- Social media posting
- Work email, texting or other functions
- Playing music with headphones
- Playing music on speaker
- Texting
- Personal calls
- Anything using the speaker phone



Sources:

<http://www.careerbuilder.com/share/aboutus/pressreleasesdetail.aspx?sd=6%2F9%2F2016&id=pr954&ed=12%2F31%2F2016>
<http://www.pewinternet.org/2011/09/19/americans-and-text-messaging/>
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