



Employee's cell phone policy at work Date: 01/01/2023



Policy purpose

This employee cell phone policy outlines Duplex Technology guidelines for using mobile and other similar gadgets at work.

We recognize our smartphones are an integral part of everyday life and are a great asset if used for productivity apps, calendars, business calls, and the like but smartphones are a detriment to focus and efficiency if used unwisely and excessively during business hours.

Scope

Our cell phone policy applies to all reporting managers, juniors, interns, trainees, and non-tech employees as well.

Policy guidelines

Duplex expects all employees to use cell phones in a sensible manner during work hours

Employees who use smartphones/mobile excessively during work hours may:

- Disturb colleagues by making unnecessary calls
- Get distracted from their work
- Create security issues by misusing personal devices or the company's internet connection.
- Accessing inappropriate content during work hours
- Continual distractions for other employees
- The use of texts and emails for personal affairs
- Overuse of phones leads to a drop in employee productivity

Employees are advised to:



- Use personal and company-issued devices for business purposes only
- Avoid personal interview /telephonic rounds at office premise.
- Turn off or silence/on vibrating mode on any mobile /device after entering the office premise or before 9.45 am.
- Avoid Excessively long calls during work hours
- Avoid Inappropriate camera use for selfies or personal use
- Avoid Inappropriate voice recorder use to record confidential business information.
- Avoid Downloading,obscene or discriminatory imagesand text.
- Avoid playing games on their mobile (personal or mobile or company-issued) during work hours
- No personal chats are allowed on WhatsApp or similar apps during office hours.

Permissible activities

Employees are allowed to

- Make business calls
- Check important messages only in the allotted time
- Use productive apps.
- Make personal calls away from the workplace of colleagues only if urgent
- Talk, text, and use the internet on their personal cell phones or mobile device only during lunch or tea time.

Disciplinary consequences

Duplex reserves the right to monitor employees for inappropriate and/or excessive use of cellular devices. If device usage results in a decline in productivity or interfere with normal business operations,

- Management may impose a **fine of Rs.100/-** on every violation which shall be deducted from the salary.
- Suspend the employee's right to use a mobile at the workplace or submit the device for a time period or full office time.

Employees are subjected to severe disciplinary action (up to and including termination) in cases where they

- Violate the company confidentiality policy
- Cause a security breach