



Document Cell Phone Policy	Published 4/13/2023	Valid for Wisconsin Rapids
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Document: Cell Phone Policy

Purpose

Personal cell phones and mill issued electronic devices are allowed on a limited basis as long as it does not interfere with the performance of work tasks and does not present a distraction that could lead to losses in productivity or jeopardize safety.

Extent

Personal cell phone use shall not interfere with work functions and adhere to the following guidelines:

- (1) Can be used for urgent family matters that cannot be handled outside of scheduled work hours.
- (2) Cannot be used to access social media sites, gaming sites, sports sites, or any other recreational reading, etc. at any time during scheduled working hours.

Execution

Team Members shall not use personal cell phones while driving company vehicles unless utilizing vehicle equipped hands free systems. To use a cell phone in a vehicle without a hands free system, team members must pull over to a safe area to make or answer a call. When making a phone call, texting or using a cell phone in general, team members must be stationary (walking/talking while using a cell phone on company property is strictly prohibited. Company two-way radios fall within the same scope of this policy.

It is permissible to take photos and videos for businesses purposes only; sharing of photos/videos outside of the company is prohibited.

Company Vehicle Definition – some examples of company vehicles include: bikes, carts, tow motors, end loaders, dozer, truck, etc.

Examples of Acceptable and Prohibited use of a cell phone:

Acceptable uses:

Documenting equipment or processes for business purposes, but not to include people.

Examples include photography, video, sound recording:

- to document broken equipment in need of repair
- to document a process or equipment situation to explain it to others
- for purposes of documenting a safety hazard or incident
- for use in training or diagnostic purposes including photography, video and sound recording of people (with specific approval from management)

General

Document publisher	Responsible organization	Document-ID	Version
Ryan Weber	Safety Department	CPP1	1

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Prohibited Uses without authorization from the Mill HR department:

- Photography, video, sound recording of people
- Photography, video, sound recording for non-business-related purposes
- Photography, video, sound recording of proprietary equipment or processes
- Any external display or use of electronic images or recordings outside the workplace

Responsibility

All WRM team members are responsible for the compliance of this policy. The company will not be liable for any theft of or damage to personal cell phones

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