

Company:	A&A Computers Ltd.
Document:	Telephone usage policy – private calls
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This policy for the use of telephones at A&A Computers Ltd. provides guidance on the circumstances and conditions for personal use.

Telephones enable employees to perform their duties and to conduct the business of A&A Computers Ltd. Used improperly, telephone calls distract staff members and interrupt work. This affects the quality of our work.

1. **Private mobile phones:** These are to be switched off in and directly around the offices.
Exception: administrators and managers are allowed to make and receive mobile calls, provided they are for business purposes.
2. **Contact number:** Employees are to inform their private contacts that they are only to be called via the office telephone number for emergencies. Administrators may reject such calls as they deem fit.
3. **Making calls:** Employees may only make a private telephone call in case of emergency. Administrators may reject such calls as they deem fit.
4. **Abuse:** If abuse of a mobile phone is proven, in addition to any other sanctions imposed, the employee will be required to deposit his/her phone at the reception each morning, and collect it when leaving the office

This policy will be strictly enforced. Abuse of this policy will lead to disciplinary action being taken up to and including termination.

I have fully understood the above four clauses and agree to adhere to them:

The Employee: | Name:

 | Place:

 | Date: / /

 | Signature: