

**Employee/Volunteer Cell Phone/Mobile Device Policy  
YMCA of Hagerstown, Maryland**

Employees/Volunteers may carry person cell phones/mobile devices with them on company time, subject to the following restrictions:

- All phone calls/texts will be received or made during break periods or lunch periods as set forth by immediate supervisor.
- Except for break periods, employees/volunteers will neither take incoming nor make outgoing calls/texts during work hours except in case of emergency.
- Employees/volunteers, while operating vehicle or equipment, will not use call phones/mobile devices, regardless of whether a hands-free device is used, under the following conditions:
  - When operating personal motor vehicles or equipment (either owned, leased, rented, or borrowed) while conducting Company business;
  - When operating Company motor vehicles or equipment (either owned, leased, rented, or borrowed); and/or
  - When operating motor vehicles or equipment when on Company property. Company property is any place the YMCA of Hagerstown conducts business or provides services or programs.
- The company assumes no liability for loss or damage to employees' personal property, including cell phones/mobile devices carried on company equipment or left on company property. Employees/volunteers assume the risk of loss or damage to cell phones or other electronic devices carried by employees/volunteers during their workday.
- Personal use of cell phones/mobile devices during company work hours is considered outside the employees' scope of employment.
- Anytime the company or supervisor receives a complaint or suspects that an employee is violating this policy, the company or the supervisor may require the employee to turn over the cell phone/mobile device until the end of the employee's/volunteer's work shift.
- Employees/volunteers in violation of this policy may be subject to disciplinary action.

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Employee/Volunteer Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee/Volunteer Signature