

AFN Business Operations Personal Mobile Device and Usage Policy Acknowledgement and Agreement



Effective: March 15, 2021

In supplement to s.16.5 Cell Phone Usage of the *Acadia First Nation (AFN) Business Operations Human Resources Manual*, AFN has established the **AFN Business Operations Personal Mobile Device and Usage Policy** to outline the expectations, and guidelines regarding employee personal mobile device use in all AFN Business Establishment workplaces.

1. Purpose

The AFN Business Operations Personal Mobile Device and Usage Policy (Policy) provides employees with the protocols and guidelines for personal mobile device usage in all AFN Business Establishment workplaces during working hours.

2. Definitions

A mobile device, for the purposes of the Policy, refers to any employee personal mobile device used to communicate information wirelessly. Mobile devices applicable within this Policy include cellular phone, smartphone, and tablets.

AFN Business Establishments include AFN Entertainment Centre, AFN Medway Entertainment Ltd. Gold Nugget AFN, Gold Bean Café, Your Winner's World AFN, Winner's One Stop Restaurant, and Hammonds Plains Entertainment.

3. Applicability

- a) This Policy is applicable to all AFN Business Establishment employees including AFN Entertainment Centre, AFN Medway Entertainment Ltd. Gold Nugget AFN, Gold Bean Café, Your Winner's World AFN, Winner's One Stop Restaurant, and Hammonds Plains Entertainment.
 - b) Due to the nature of work conducted by Managers these AFN Business Establishment employees are excluded from this supplement to s.16.5 of the Acadia First Nation Business Operations Human Resources Manual ONLY if a personal mobile device is being utilized to support the day-to-day business operations of AFN.
4. At the discretion of the Manager within each AFN Business Establishment one of the following protocols shall apply. The Manager is responsible to communicate which protocol will be applied, for the AFN Entertainment Centre, AFN Medway Entertainment Ltd. Gold Nugget AFN, Gold Bean Café, Your Winner's World AFN, Winner's One Stop Restaurant, and Hammonds Plains Entertainment.
- a) All employees are permitted to keep personal mobile devices on their person during working hours, but shall keep out of visible site of customers and set to silent mode. Employees are not permitted to use personal mobile devices during working hours, only during regularly scheduled breaks, lunch and/or dinner breaks, throughout the shift in non-working areas. In case of an emergency, the AFN Business Establishment number can be contacted to reach the employee.

**AFN Business Operations Personal Mobile Device and Usage Policy
Acknowledgement and Agreement**



OR

- a) All employee personal mobile devices must be stored in the employee's locker during working hours. Employees have access to personal mobile devices during regularly scheduled breaks, lunch and/or dinner breaks, throughout the employees shift in non-working areas. In case of an emergency, the AFN Business Establishment number can be contacted to reach the employee.

The Manager, upon execution of this policy, has the right to change between protocols s.4(a) and 4(b) based on current workplace conditions and employee conduct of personal mobile device usage.

5. Disciplinary Action

Employees in violation of this Policy, are subject to disciplinary action up to and including termination.

Verification and Agreement

I, _____, have read and acknowledge the AFN Business Operations Personal Mobile Device and Usage Policy and understand it is an integral part of employee responsibilities.

Employee's Signature and Date:	
Manager's Signature and Date:	