**Telephone and Hand Held Communication Devices Policy**

Security Officers may use site telephones to contact Contractors dispatcher or to report emergency incidents. Use of site telephones for personal use is strictly prohibited.

Personal usage of cell phones, ear pieces such as Bluetooth, headphones…etc, and any hand-held communication device(s) shall be limited to designated break time periods and away from your post.

Personal cell phones may be used for personal emergencies and to report incidents when site telephones are not in working condition or not provided at the site.

Using client property to charge your personal cell phone is also prohibited. If you are carrying your personal cell phone it must be hidden away in your pocket and not visible.

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Print Name Signature

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Date