



WORKPLACE PHONE POLICY



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PHONE POLICY

1. INTRODUCTION

This Policy outlines the use of cell phones at work by employees. Cellphones should be turned off or set to silent or vibrate mode during work hours, meetings, court sessions, conferences, and when incoming calls may be disruptive.

2. PURPOSE

This Policy aims to help us all get the most out of the advantages cell phones offer our Firm while minimizing distractions, accidents, and frustrations improper cell phone use can cause. The Policy outlines the expectations and responsibilities of employees regarding phone use during work, as well as the consequences of non-compliance.

These procedures are to be obeyed by employees as a condition of employment.

3. GENERAL RULES AND REGULATIONS

Employees are expected to follow the rules and regulations governing the use of phones during working hours in the office, including:

- a. **Firm-provided phones:** Firm-provided phones are the property of Icon Law Corporate. When job duties or business needs demand, the Firm may issue a business cellphone to an employee for work-related communications. The phone number and all related data, including contacts and text messages, are the property of Icon Law Corporate. Employees should not use the Firm's phones for personal use except in emergencies.
- b. Employees possessing Firm -provided phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.
- c. **Data usage:** Employees must use Firm -provided phones for work-related activities only. Personal use of data, including excessive data usage such as for streaming or gaming, is strictly prohibited. Employees must not use Firm -provided phones to access inappropriate or harmful websites or applications.
- d. ***Personal phones:*** *Employees are expected to exercise discretion in using personal cell phones at work. Excessive*

personal calls during the workday can interfere with employee productivity and be distracting to others. Employees cannot use personal phones during work hours unless in a personal emergency.

- e. The Company will not be liable for the loss of personal cell phones brought into the workplace.
- f. Video or audio recording devices: The use of cameras or other video or audio recording-capable devices on Company premises is prohibited without the express prior permission of senior management and the person(s) subject to recording.
- g. Reading or sending text messages, making and receiving calls while driving in the Firm's vehicles is strictly prohibited.**

4. FIRM -PROVIDED PHONES

- a. All Firm -provided phones must be password protected and encrypted. Employees should report any lost or stolen phones immediately to the management.
- b. Firm-provided phones should only be used for work-related activities. Employees are prohibited from using phones to access inappropriate content or conduct personal business during work hours.

- c. The Firm reserves the right to monitor phone usage and review call and text logs and any content stored on the device for security and compliance purposes.

5. RETURN OF FIRM-PROVIDED PHONES

Employees must return Company-provided phones when they leave the Company or when requested to do so by their supervisor. All data stored on the phone must be wiped before returning it.

6. DISCIPLINARY CONSEQUENCES

All employees are expected to follow applicable local, state laws and regulations regarding the use of cell phones at all times.

- a. Improper use of cell phones may result in disciplinary action.
- b. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.
- c. Cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the Firm's Confidentiality Policy may result in employee termination.
- d. Employees violating this Policy will be subject to discipline, up to and including termination of employment.

7. COMMENCEMENT OF THE POLICY

This Policy shall commence on 03rd July 2023.



Authorized Signature

Position : *Managing Counsel*