

<b>Hawkeye Area Community Action Program, Inc.</b>	<b>Policy # 514</b>
<b>Cell Phone</b>	<b>Page 1 of 1</b>
<b>APPROVED BY: HACAP Board of Directors</b>	<b>Effective: September 15, 2010</b> <b>Revised: May 25, 2023</b>

**Policy Statement**

HACAP may issue cell phones to employees whose job requires them to make conduct agency business while away from their worksite or be accessible for work-related matter matters. This policy defines a cell phone as a device that makes or receives phone calls, leaves messages, sends text messages, and allows for the reading of and responding to email. Cell phones issued by HACAP are agency property and must be used in accordance with agency regulations.

HACAP prohibits the use of cell phones while driving on agency business unless it is done in hands-free mode. While hands-free mode can be used in a limited fashion, HACAP strongly recommends employees limit their talk time for any conversation, and only accept calls that require immediate attention. If a call is going to take time or requires your full attention, terminate the call and resume when your car is safely stopped.

**Standard Operating Procedure**

Employees who are assigned a cellular phone will be required to sign a cell phone custody agreement issued by corporate operations.

Employees should be aware that while an agency phone is assigned to an individual for use; all information that is stored on the phone becomes the property of HACAP.

**Process Manager**

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.