

CELL PHONE POLICY FOR Adrenaline Paintball Park

This document sets forth Adrenaline Paintball Parks's policy about cell phone usage and applies to all Adrenaline Paintball Park's employees. For purposes of this policy, the term "cell phone" is defined as any handheld electronic device with the ability to receive and/or transmit voice, text, or data messages (including, but not limited to, cellular telephones/smartphones, digital wireless phones, telephone pagers).

General use at work

While at work, employees are expected to exercise the same discretion in using personal cell phones as they would in any workplace. Excessive personal cell phone use during the workday, can interfere with employee productivity, safety of the employee/customers, and be distracting to others.

Employees should restrict personal calls during work hours and should use personal cell phones only during breaks or lunch periods in non-working areas.

Other personal calls should be made during non-work hours whenever possible, and employees should ensure that their friends and family members are instructed of this policy.

Adrenaline Paintball Park is not liable for the loss, theft, and/or damage of personal cell phones brought into the workplace.

Employees may not use their cell phones to play games, listen to music or access social media (unless approved by senior management).

The download of inappropriate, obscene, or illegal material is strictly prohibited.

Employees are strictly prohibited from using their cell phones while on the field EXCEPT for emergency purposes.

Employees will be solely responsible for any consequences resulting from the use of a cell phone while on the field.

Use of machinery

Employees who operate machinery are prohibited from using their cell phones at the same time as operating the machine for safety reasons.

Video/audio recording functions and privacy

Employees are prohibited from using the camera or other video- or audio-recording functions on their cell phones on Adrenaline Paintball Park premises unless they have received the express prior permission of senior management and of the person(s) subject to recording. Employees are strictly prohibited from taking video or audio recordings in restrooms and/or locker rooms.

AGREEMENT - [NAME OF BUSINESS]'S CELL PHONE POLICY

We are pleased to welcome you to the Adrenaline Paintball team.

This is a good opportunity to provide you with a copy of the Cell Phone Policy, which will help you get off to a good start. The objective is to give you an overview of the business and the human resources practices of our company, and to ensure the efficiency of our operations and the harmony of our team.

All employees, whether seasoned or new, may occasionally need to consult the Cell Phone Policy. This document is intended as an easy-to-use reference tool containing the answers to your main concerns. Should any of your questions remain unanswered, please feel free to contact [Name] at [telephone number].

And last comment, all the [Name of business] policies are evolving documents that may be adapted as appropriate to reflect cultural and organizational changes as well as the modifications that are constantly being made to government regulations. We, [Name of business], are committed to maintaining open and transparent communication with all employees and will provide updated policies (where applicable) in a timely manner.

ACKNOWLEDGEMENT OF HAVING READ AND UNDERSTOOD THE CELL PHONE POLICY

I, _____, attest that I have read the Cell Phone Policy and its various components, including the following:

- [List any additional addendums] *[if applicable]*

I acknowledge having received all the relevant information that I need to have a good understanding of the content and scope of this policy.

Employee - Print Name

Employee - Signature

Date

Employer - Print Name

Employer - Signature

Date

The original copy is given to the employee and the employer retains a photocopy for their files.