



ISANA Cellular Phone Policy

Policy Statement:

Cell phones are issued by ISANA to those ISANA Academies employees who, by the nature of their work, are required to be accessible by telephone during and after regular work hours for the purpose of conducting business for the ISANA Academies.

Purpose:

This policy establishes guidelines for ISANA Academies employees' possession and appropriate use of ISANA-owned cellular phones. This policy is also intended to prevent ISANA Academies from incurring unnecessary cell phone costs and protect ISANA Academies.

Procedures:

Cell phones shall only be issued to ISANA Academies employees and staff who have a legitimate need for a cell phone for ISANA Academies work purposes. Cell phones shall not be issued because of an individual's title, position or status, but only because of the need for the individual to have a cell phone to do their job, including individuals whose position at ISANA requires them to be the "on-call" (such as the ISANA CEO).

Monitoring:

Personal use of ISANA-owned cellular telephones is permitted on a limited basis only by the individual to whom the cell phone is issued and not to exceed the employee's basic plan. ISANA Academies shall review the detailed bills and invoices for all ISANA-owned cellular phones each month for any overages or unusual charges. Any overages or unusual charges will be reviewed further by the Special Projects Manager. Employees will be informed if any overage or unusual usage is noted for their ISANA-issued cellular phone, and the employee will be required to provide a written explanation to the CEO describing whether the usage was personal or work-related. Employees authorized to have cellular telephones must reimburse ISANA Academies for all personal cellular phone usage on ISANA Academies' phones that exceeds their basic plan. Any such reimbursement shall be deducted from the employee's paycheck and shall include all airtime charges, mobile charges, text charges, usage fees, data charges and applicable taxes and surcharges for non-ISANA Academies business (personal) usage. In the event an employee misuses a ISANA-issued cellular phone, the employee's ISANA- owned cellular phone will be collected from them and their personal use of the phone will be suspended and/or revoked.