603: Communications Policy

600: Purchasing · https://milo.masseyservices.com/docs/603-communications-policy/

Section: Purchasing
Subject: Communications Policy
Approved by: Tony Massey
Effective Date: 1 February 2017
Last Reviewed Date: 1 January 2025
Policy Owner: Administrative Training Manager

Policy

This policy establishes guidelines for the purchase, possession, use, and payment of cellular phones for company related business. Massey Services provides mobile communication devices to team members with demonstrable business needs. Mobile communication devices are furnished for the sole purpose of conducting official company business. Massey Services reserves the right to monitor the use of all company owned mobile communication devices.

Massey Services Team Members shall not use mobile communication devices while operating a motor vehicle or any service equipment due to safety concerns. Please refer to PP 1007 Driver Distractions.

Restrictions

The following restrictions apply to mobile communication device reimbursement and company issued mobile communication devices:

- No team member will be issued more than one device.
- No team member will be reimbursed for a personal mobile communication device and receive a company issued mobile communication device.
- Mobile communication device reimbursement is at the discretion of the company.

Personal Cellular Reimbursement

For Team Members that receive cellular reimbursement for a personal device, this payment will be funded monthly by payroll reimbursement on the 2nd pay period of the month.

Effective January 1, 2025

- Existing team members that are currently receiving personal cellular reimbursement will continue to receive reimbursement at their existing rate.
- New team members are not eligible for personal cellular reimbursement.

Replacing a Lost or Damaged Mobile Device

Damaged Mobile Devices – If a mobile device is damaged and needs to be replaced or repaired, the team member issued the device should contact the Mobility Support Team.

If the device is beyond repair:

1. A *Mobile Communication Device Request* and *Exception Letter* Form must be completed and signed by the general manager and regional/division manager.
2. If replacement is needed due to team member neglect, a payroll deduction form must be submitted as well.
3. Send the request form and the payroll deduction form to the Mobility Support team.
4. Once Mobility Support has ordered and received the new device, it will be forwarded to the end user and/or service center.
5. The original file will be kept on file by the Mobility Support. If applicable, the payroll deduction form and a copy of this form will be forwarded to the payroll department.

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