



To: Troy Employees  
From: Bob Kasper  
Date: April 14, 2011

Subject: Cell Phone Policy

Our company cell phone policy is:

1. Cell phone must be off while on the calling floor. Vibrate or silent are not acceptable.
2. No cell phone usage in the bathrooms.
3. Usage is permitted in the break room during approved breaks.
4. Disappearing to use a cell phone, inside or outside the building, is a serious violation of this policy.
5. Text messaging or cell phone conversations while logged-in and working will result in immediate termination.

First time violation of #1-4 above will result in either suspension or warning, depending upon the situation. Repeat violations, or violation of #5, will result in dismissal. Floor Supervisors are not subject to this policy, but are expected to be judicious in their usage of cell phones.

Please sign below to confirm your understanding of this policy.

Confirmed by: \_\_\_\_\_  
Sign / Date