

# Cell Phone and Portable Devices Policy

Paradise Pizza - Cell Phone / Portable Devices Policy.

In a professional environment, maintaining a decorum of respect and productivity is paramount. As such, employees of our service-based company must adhere to certain guidelines regarding their personal cell phone usage and electronic device usage during work hours.

## 1. Cell Phone Usage:

- Employees must refrain from excessive personal cell phone usage during working hours.
- Personal calls should be kept to a minimum and only taken during emergencies or breaks.
- Employees should not engage in non-work-related activities such as texting, surfing the internet, or playing games on their cell phones while on the job.

## 2. Portable Gaming Devices and Tablets:

- The use of portable gaming devices, including handheld consoles, tablets, and e-readers, is strictly prohibited behind the counter or in customer-facing areas.
- These devices can be distracting and create a unprofessional image for the company.

## 3. Consequences of Violation:

- Violation of these policies will not be tolerated and can result in disciplinary action.
- Depending on the severity and frequency of the violations, disciplinary actions may include verbal warnings, written reprimands, suspension, or, in extreme cases, termination of employment.

By adhering to these guidelines, employees can create a positive and productive work environment, maintain professionalism, and ensure the smooth operation of our company.

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