

 <b>BOARD POLICY</b>	Policy Name: <b>Personal Electronic Device Use</b>	Policy Number: <b>3.18</b>	
	Approval Signature:	Section: <b>Personnel</b>	Page <b>1 of 2</b>
	Supersedes:		
	Approved by Board: <b>June 23, 2025</b>	Next Review Date: <b>2027</b>	
	Policy Contact (Position): <b>Executive Director</b>	Name of Responsible Committee: <b>Executive Committee</b>	

## **PERSONAL ELECTRONIC DEVICE USE POLICY**

### **1. PURPOSE**

The Northern Association of Community Councils Inc. (NACC) recognizes that employees may need their personal electronic device to communicate with family or friends or to obtain information on non-NACC matters while at work. Use of these devices in the workplace during working hours can interfere with employee productivity and be a distraction in the workplace. This Policy sets out expectations around the use of personal electronic devices by any employee during working hours.

### **2. AUTHORITY**

Under NACC By-laws, directors may adopt, amend, or repeal policies relating to the governance, management, operation, and affairs of the Corporation that are not inconsistent with the NACC's By-laws, as the directors may deem appropriate from time to time.

### **3. POLICY**

This Policy applies to all employees of NACC.

#### **(a) Definitions**

For the purposes of this policy,

**"Emergency"** means a serious situation that requires immediate attention.

**"Personal electronic device"** means any device that makes or receives telephone calls or emails, leaves voice messages, sends text messages, selects music, checks social media, or surfs the internet; includes cell phones, tablets, laptops, computers, or any similar electronic device.

**"Use"** includes checking/sending texts or emails, answering/making phone calls, checking social media, surfing the internet, playing games, listening to music, or any other use.

**(b) Policy Statement**

- (i) Employees are permitted to use their personal electronic devices during working hours. However, personal use must be kept to a minimum and must not become a distraction from the employee's duties and responsibilities.
- (ii) Employees are encouraged to ensure that their family and friends are aware of this Policy.

**(c) Contraventions**

Repeated contraventions of the Policy may lead to disciplinary action up to and including dismissal.

**4. MONITORING AND REVIEW**

This policy will be reviewed every two (2) years by the Executive Committee or more frequently if required to ensure compliance with any changes in employment standards to ensure its continued relevance and alignment with the NACC's operations. Changes to the policy will be documented and communicated to the Board for approval.

**5. BOARD ACCEPTANCE**

This policy will be approved by the Board of Directors. The President / Chair of the Board will sign and date the policy to indicate its approval and adoption.

Reviewed: June 23, 2025

Revisions Approved: June 23, 2025