

PERSONAL DEVICE USE POLICY

Purpose / Intent

The purpose of this policy section is to govern the use of personal electronic devices during working hours when they distract or take away from the work being done. This policy is intended to cover all forms of wireless communication devices including cellphones, laptops, tablets, smart watches, and any other personal electronic devices.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

Policy

1. Detailed personal device use guidelines will be outlined by each service. Service-specific usage of personal devices varies based on the unique expectations of that role (i.e., in a customer-facing position, employees will need to be engaged in the tasks and the duties of their specific service, in a food handling position, for hygienic reasons employees are expected to not access their cellphones equally in a staff-facing position, managers will be required to be engaged in discussions and not distracted by their personal devices).
 - a. All service-specific personal device use expectations should be realistic and relevant to the service. Those expectations should be laid out clearly and communicated to all staff.
 - b. Personal electronic device use shall not be a distraction to the work being done in the workplace during work hours.
 - c. It is the expectation of management to highlight in advance of working shifts what would constitute a safety hazard in relation to personal devices.
 - d. For safety purposes, staff should always be focused on the task at hand, especially when using potentially dangerous equipment or tools. If a personal device is presented as a distraction or a safety hazard, the personal device shall not be in use, and could be grounds for a serious disciplinary violation.
 - e. In no circumstances should an employee have their personal device in constant use throughout working hours, however, there may be extenuating circumstances where an employee requires the ability to have access to their personal device, and this will be accommodated for and dealt with on a case-by-case basis with the employee's direct supervisor.

- f. In services where electronic use has been deemed acceptable, the onus is on the employee to be aware of what content is appropriate for the work environment.
- 2. Employees are prohibited from using personal electronic devices as unauthorized media storage devices for the storage or transportation of AMS business information.
 - a. The AMS uses Microsoft Teams as the primary mode of communication and information storage and Dayforce for shift changes, scheduling, and payroll.

Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Office.

Responsibility and/or contact person	Human Resource Office
Approved by	Board of Directors
Date initially approved	October 27, 2022
Date last revised	October 29, 2025
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Standards of Performance
Policies superseded by this policy	N/A