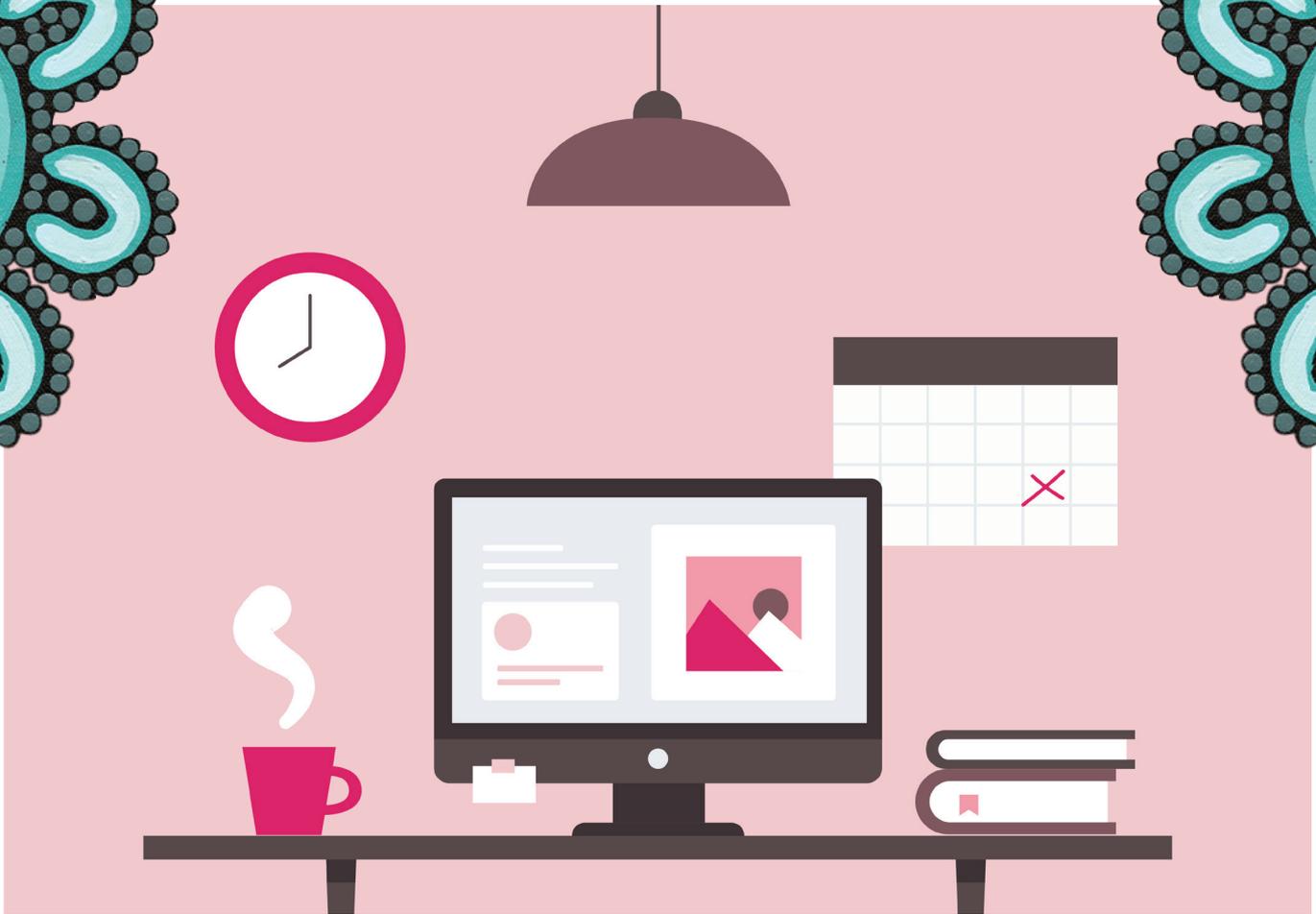


Mobile Phones at Work



It is understandable that you may want to use your phone on the job. After all, it is a part of our daily existence. Work, however, is not the place to use your phone, unless explicitly told otherwise by your employer. Most workplaces have rules set in place regarding mobile phones, and whatever the rules are, they should be kept in mind while working.

1. There is a time and a place for phones, and work is likely not the place unless you are on your break. When starting a new job, be aware of the rules regarding mobile phones.
2. A good rule of thumb is to not use your phone during the time you are working. You are being paid to work, not use your phone. Your boss will appreciate that you are using your time wisely.
3. If you are on a lunch break you may use your phone. This is time for you to relax during your shift and prepare for the rest of your shift.
4. You may use your phone in cases of emergencies but be sure to alert your employer in this case of exception.

Leaving your boss with a good impression will help you be more successful in your job, and following the rules is part of that. Be knowledgeable about what you can and cannot do in your workplace.

Remember, if you get caught using your phone when you are not supposed to, take responsibility for your actions and simply apologise.

HOW WOULD YOU USE YOUR MOBILE PHONE AT WORK?

1. **While on your break, you start to become bored. Would you:**

- a. Use your phone while you eat, it's your break time
- b. Keep your phone hidden just in case
- c. Don't use your phone

Explain your answer.

If you chose a), that is right. You are allowed to use your phone on your break, because you are not wasting the time of your employers.

2. **You're stocking the shelves at your job and feel your phone vibrate in your pocket. You look around to check if anyone is around and the coast is clear. Would you:**

- a. Check your phone quickly to make sure it is not important
- b. Ignore it completely and keep working
- c. Take it out and start using it without regard for your job

Explain your answer.

If you chose a) an/or b), that is using your phone responsibly. Although you should not be using your phone at all, looking at it quickly and putting it away is usually an acceptable thing to do, unless explicitly told otherwise by your employer.

3. **There are no exceptions to the no phones rule ion the workplace.**

- a. True
- b. False

Explain your answer.

If you chose false, that is correct. There are exceptions to the rule, specifically if there is an emergency involved. Always be away of your workplace's rules, though.