

CSI CEJA SECURITY INTERNATIONAL

81096 HWY 111, SUITE H

INDIO, CA 92201

## PERSONAL CELL PHONE USE FOR WORK POLICY

Effective Date: [Insert Effective Date]

### Purpose

CSI Ceja Security International recognizes that, in some situations, employees may be required to use their personal mobile devices for work-related communication. This policy establishes the legal, safety, and privacy expectations for the use of personal mobile phones or other personal devices in the course of employment, consistent with California labor laws and data privacy standards.

### 1. Authorized Work Use of Personal Cell Phones

Use of a personal cell phone for work purposes is only permitted under the following conditions:

- A supervisor or manager has expressly authorized the use of a personal device for duty-related tasks (e.g., reporting via app, GPS location services, incident documentation).
- The device is used for limited business-related functions (calls, messages, GPS, photo documentation, or access to post orders).
- The employee remains compliant with all client-specific post instructions and BSIS standards.

### 2. Safety Requirement - Driving

Under California Vehicle Code §23123, employees are strictly prohibited from using any mobile device while operating a company vehicle or personal vehicle for work purposes, unless using hands-free technology.

Security officers must pull over and stop in a safe location before placing or receiving any work-related phone calls, text messages, or using any work-related apps while driving or patrolling.

### 3. Reimbursement Policy

In accordance with California Labor Code §2802, CSI Ceja Security International will reimburse employees for the reasonable percentage of costs incurred when personal cell phones are used for company-required duties. This includes:

- Monthly prorated voice or data charges based on documented work usage.
- Receipts or documentation must be submitted monthly to Human Resources.

Employees who are required to use their personal cell phones for regular work purposes should request a reimbursement agreement in writing from HR.

### 4. Privacy and Data Protection

In accordance with the California Consumer Privacy Act (CCPA):

- CSI Ceja Security International does not monitor, track, or access personal content on an employee's personal phone.
- Any data collected for work-related purposes (e.g., text logs, photos, time-stamping) is limited to business necessity and may only be accessed for legal or operational review.
- The company may require deletion of business-related data upon separation or if misuse is suspected.

### 5. Prohibited Use

Even when using a personal device for work, employees shall not:

- Use mobile devices for personal entertainment, social media, or non-work communication during paid working hours.
- Use unauthorized apps to record, photograph, or transmit client or company information.
- Share or post work-related content publicly or on social platforms without written consent from CSI leadership.

### 6. Discipline

Violation of this policy may result in disciplinary action, up to and including termination of employment. This

includes:

- Unauthorized or excessive personal use during work shifts.
- Failure to follow safety procedures related to cell phone use while driving.
- Sharing or leaking confidential work-related information.

Acknowledgment

By signing below, you acknowledge you have read, understood, and agree to comply with CSI Ceja Security International's Personal Cell Phone Use for Work Policy.

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Print Name

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Employee Signature

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Date