

Reference : FINANCE AND ADMINISTRATION
Section : ADMINISTRATIVE SERVICES
Title : PERSONAL TELEPHONE CALLS
Policy Number : 03-02-03
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Revision Date :

I PURPOSE

The purpose of this policy is to define the NFTA's policy on the use of company telephones for personal use.

II APPLICABILITY

This policy applies to all employees of NFTA/NFT Metro System, Inc.

III POLICY

Business telephones are provided for the purpose of conducting Authority related business communications. If an employee has to use Authority telephone equipment to conduct personal related communications, the following guidelines apply:

1. Personal phone calls should be made on designated breaks, including lunch.
2. Personal calls should not cause disruption or interfere in the conducting of Authority business
3. Employees should limit the use of **personal** mobile telephones, pagers, or other electronic messaging devices during working hours. These devices should be used for work related or emergency purposes only.

IV ENFORCEMENT

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

Revisions - 9/30/01