

# C-25 Personal Electronic Devices

SUBJECT: Personal Electronic Devices		C-25	REVISION NO: 2
REFERENCES:			
PREPARED BY: J Reynolds	ISSUED: J Reynolds 06/22/10	REVISION DATE: 6/2/15	REVIEW DUE: 6/2/21

## 1. Purpose / Scope

To prevent employee injury, property damage, process or quality issues, and violation of security policy by specifying requirements for proper use of personal electronic devices.

## 2. Definitions

**2.1. Mobile Communication Device:** Portable communication tools that include, but are not limited to, cellular phones, including those equipped with Bluetooth™ mobile phone headsets, and two-way radios.

**2.2. Personal Electronic Device:** Portable computing or entertainment devices that include, but are not limited to, laptops, notebook computers, tablet computers, cell phones, Palm devices, pocket PCs, Blackberries™, and portable music/MP3 players.

**2.3. Production Areas:** Areas where manufacturing, assembly, testing, and inspection activities are conducted. Includes shop floor locations and marked aisle ways, inspection and test facilities, laboratory areas, warehouse and shipping areas, and shop-floor workstations adjacent to shop floor equipment. Office areas, break rooms, and conference rooms are not included as production areas.

## 3. Responsibilities / Applicability

### 3.1 Responsibilities

#### 3.1.1. Affected Employees

- Use mobile communication devices and personal electronic devices in a safe and responsible manner.
- Report unsafe use of personal electronic devices to his/her supervisor/leaders.

- Notify supervision of circumstances where company-issued communication devices or alternate communication measures are warranted.
- Report unauthorized or questionable use of built-in cameras in a mobile communication device and/or personal electronic device to his/her supervisor/leaders.
- Never use the camera in a personal electronic device without authorization. Authorization from security and one-over-one leadership is required for use of cameras.
- Failure to comply with this procedure may result in positive discipline.

### **3.1.2. Supervisor/Leader**

- Provide the necessary training and communication to ensure the proper use of mobile communication and personal electronic devices in their area.
- Evaluate operations to determine need for company-issued or alternate communication measures.
- Ensure compliance with the procedure.
- Identify training needs and audit for compliance.
- Participate in positive discipline measures as needed.

### **3.1.3. EHS Group**

- Ensure compliance with the procedure. Identify training needs and audit for compliance.

### **3.1.4. Applicability**

- GEH/GNF-A Wilmington Site.

## **4. Procedure**

### **4.1 General Safety Requirements**

- 4.1.1** Mobile communication devices or electronic devices (**either personal or Company-issued**) may not be utilized while operating machinery, industrial trucks, golf/maintenance carts, cranes, hoists, or other designated equipment on site.
- 4.1.2** Personal electronic devices and mobile communication devices may not be used in Production Areas. Exceptions may be granted by supervision for limited specific purposes such as equipment troubleshooting or technical support requiring equipment presence/operation.
- 4.1.3** Company-issued mobile communication devices are excluded from this policy; however, all employees using company-issued communication devices are required to

operate such devices safely and in accordance with other policies and procedures.

- 4.1.4 Use of company-issued communication devices should be limited to an as-needed basis in production areas of personal electronic devices and mobile communication devices is not recommended while driving personal vehicles on site. Local laws regarding use of mobile communication devices while driving personal or company vehicles must be followed.

#### 4.2 Built-in Cameras and Camera Accessories

- 4.2.1. Devices with cameras may not be used as cameras on site without authorization. Refer to the Site Security Plan for further information regarding camera use on site.

### 5. Training / Documentation

See site security plan for documentation on cameras.

### 6. Document Revision Chart

The following chart lists the revisions made to this document tracked by version. Use this to describe the changes and additions each time this document is re-published. The description should include as many details of the changes as possible.

Rev.	Section Modified	Revision Description	Date	Author
2	6	Added document revision chart during periodic review. No other changes made.	6-2-15	M. Campbell
		No revisions	6-4-18	M. Campbell