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**Open**

Company Name

### Memorandum

To: Recipient Name  
From: Your Name  
CC: CC Name

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STREET ADDRESS, CITY, ST ZIP CODE  
TELEPHONE | FAX

### Your policy should contain:

5. **When the policy applies**, such as when an employee uses his/her cell phone, iPad, computer or tablet in the work environment, when he/she sends and receives texts, links with images and tweets. Customize policy to address the nature and culture of your business.
6. **To whom the policy applies**: all employees, volunteers, interns, third party contractors.
7. **Responsibility of supervisor if observed** holding or receiving a complaint.  
a) Establish clear procedure when supervisor or manager sees or is aware of abusive conduct including their responsibility to intervene, establish when to document and when to report to human resources.  
b) Include in policy that retaliation for reporting abusive conduct will not be tolerated.
8. **Procedure to report conduct** and to whom, including clear directions to supervisors and managers about when to report to HR.
9. **No retaliation** for reporting.



## CELL PHONE POLICIES:

Employers can and should design cell phone policies to follow best safety practice, reduce significant risks and minimize liability. Employers should implement cell phone policies which include:

- ✓ **Handheld and hands-free devices**
- ✓ **All employees**
- ✓ **All company vehicles**
- ✓ **All company cell phone devices**
- ✓ **All work-related communications - even in a personal vehicle or on a personal cell phone**

## EMPLOYERS NEED TO:

- ✓ **Educate employees**
- ✓ **Monitor compliance**
- ✓ **Enforce the policy**
- ✓ **Address violations**

**WORKPLACE ACCIDENT REPORT SAMPLE LETTER**

Supervisor Name  
Title  
Employer Name  
Address

Dear (Supervisor Name):

I am respectfully presenting this letter to inform you that I was involved in a work-related accident on (date of incident) or approximately (time of incident). I was injured / became ill when (give clear details involving the accident, including what you did).

The following personnel witnessed the accident described above:

NAME	TITLE

Immediately following the accident, I spoke with (name of person with whom you spoke) and reported what happened, as described above. I (did/did not) receive treatment following the accident, which included (if you received treatment) (if not, remove the part of the sentence). I am currently in the process of having my injuries evaluated, and I am understanding that, due to, I have suffered the following injuries: (if the body parts listed without giving a specific diagnosis).

My medical provider, (doctor's name), has placed me on (light duty/work restrictions), and has given me the following restrictions: (if restrictions). Please let me know if you can accommodate these restrictions. If so, I'm only requesting to confirm whether describing my new job duties post-accident, will meet most of the following appointment on (date).

Due to uncertainties regarding the full extent of my injuries, necessary plan, and future treatment I may require, I will be necessary for me to file a workers' compensation claim. If you could please provide me with the name of our workers compensation insurance carrier, and the best way for me to file a claim with them, I would appreciate it. Also, please send me a copy of any reports or documents you have already completed because of this workplace accident.

Please reach out to me any time if you need information regarding the accident, my injuries, and my restrictions. I appreciate your assistance as we work through this together.

Sincerely,  
(Your name)  
Employee ID  
(Contact phone / email)

**Mobile phone policy in the workplace template australia.**

In particular, you should not access personal emails, or social media unless speci... permission of your manager has been obtained; Do not use the Company internet or email for personal gain or the bene... of persons other than the Company; Do not use the Company internet or email to send defamatory, threatening, sexually explicit, o... A...Aensive or obscene messages or images to other employees or to anyone outside the Company; Do not use the Company internet or email to send messages or images that are discriminatory (such as those which are racist or involve sexual harassment) to other employees or to anyone outside the Company; Do not use the Company internet or email in any way which involves sending or accessing material that is unlawful or illegal; Do not use the Company internet or email to download, upload, retrieve or send a sexually explicit, racist or otherwise discriminatory, illegal or unlawful, o... A...Aensive or obscene material while you are on work premises (even if using your personal equipment), or while using Company computers or systems inside or outside of work premises; Do not access without permission (hack) any computer, whether owned by the Company or by any other organisation; When you send emails or use the Company internet, do not disclose con... A...Aidential information, unless this is necessary for the performance of your work duties; Do not delete information belonging to the Company from its computer systems without its permission; Do not use the Company internet or email for the creation of legal or contractual obligations that bind the Company unless speci... A...Aally authorised to do so by your manager; Do not use the Companyc...AAs systems, internet or wi... A...AA to connect to personal services (such as personal email services) during working hours using Company or personal equipment; Do not use another employeec...AAs computer or email to carry out any of the activities prohibited above. In addition, o... The illegal use of the Internet or of the company's e-mail systems can constitute a civil or criminal crime of which you could be responsible. The following guidelines govern the use of phones and mobile phones and the performance and / or receiving personal calls during working hours: personal calls must never take precedence over customer service and customer service. Remember that your work emails are the company's own property, as well as all programs and programs used on the Internet and computer systems of the company. When you buy through links to our site, we can earn an affiliate commission. To the extent that this policy describes the benefits and rights of workers, they are discretionary and are not contractual. Other policies Employees are invited to read this information together with other relevant business policies, including: Code of Conduct; Social media policy; Anti-bullying workplace and anti-harassment policy; Equal work opportunities and anti-discrimination. The company's name (the "company & C") provides this policy to define guidelines relating to telephone, mobile and Internet use by employees. It is therefore advisable to use all these systems and materials appropriately in accordance with its own job duties and to follow the instructions provided by the company on their use. To the extent that this policy imposes obligations to society, these obligations are not contractual and no contractual rights arise. 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The powerful way to go paperless and digitize mobile workflows. Resco Inspections is a mobile solution for data collection and streamlined workflows. This fully customizable inspection software is easy to integrate and quick to deploy. DeskFlex office hoteling software, desk booking software, hot desking software and online room scheduling software system offers you customization versatility. 17-08-2021 · Whether your company purchases new equipment or just updates safety procedures, you must know the new safety procedures and safety topics for work associated with the change. For example, just in October 2020, (OSHA) issued temporary guidance on enforcement of initial and annual fit-testing requirements in the Respiratory Protection ... Price Match Policy. Our Price Match Guarantee. Office Depot® and OfficeMax® stores, in the 50 United States and Puerto Rico only, and OfficeDepot.com ("Office Depot") will gladly match the price on a qualifying item sold in store or online at Staples, Target, Walmart, Best Buy, or Amazon.com and copy and custom printing jobs from FedEx Office or The UPS Store (each a ... 14-02-2022 · The Developmental Disabilities Administration (DDA) Behavior Support Plan Template is used to establish the plan to provide behavior support to people with intellectual and other developmental disabilities in the District of Columbia. Behavior support is a service provided in situations where a person with disabilities is determined to have patterns of behavior which ... 19-09-2019 · This template tracks the location of the close call, the workplace conditions, the type of concern, a description of the incident, any safety suggestions, and more. The form provides the employer with a clear picture of the event circumstances, so you can develop a plan of action to prevent future incidents. Information and resources to help your workplace stay COVIDSafe A virtual number, also known as direct inward dialing (DID) or access numbers, is a telephone number without a directly associated telephone line. Usually, these numbers are programmed to forward incoming calls to one of the pre-set telephone numbers, chosen by the client: fixed, mobile or VoIP.A virtual number can work like a gateway between traditional calls (PSTN) and ... A major contributor to this article appears to have a close connection with its subject. It may require cleanup to comply with Wikipedia's content policies, particularly neutral point of view.Please discuss further on the talk page. (May 2020) (Learn how and when to remove this template message)



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