



**Islamic Republic Of Afghanistan  
Kabul Municipality**



# **MOBILE PHONE POLICY**

## **IT DEPARTMENT**

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Signature: \_\_\_\_\_



# Islamic Republic Of Afghanistan Kabul Municipality



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## KABUL MUNICIPALITY

### MOBILE PHONE POLICY IN THE WORKPLACE

#### **1. Introduction**

Cell phones distributed to Kabul Municipality employees should be for business purposes only.

#### **2. Purpose:**

The purpose of this policy is to establish Kabul Municipality's procedure regarding the use and possession of cell phones. Personal cellular phones (including text messaging) shall be limited during the work day and Municipality cellular phones shall be utilized for business purposes only and in a safe manner.

The IT Department has the central coordinating responsibility for all cell phone disbursements.

The Director General for Administration is the only one within the Kabul Municipality who is authorized to endorse cell phones contract on behalf of Kabul Municipality and approves each new cell phone.

#### **2.1 General.**

- Where job or business needs demand immediate access to an employee, the Municipality may issue a Municipality-owned and serviced cell phone to an employee for work-related communications. Municipality owned cellular telephones are for official business only.
- Phone invoices will be audited by the user Department to ensure no unauthorized use has occurred. If an employee experiences a personal need to use the Municipality's cellular phone, he/she must reimburse the Municipality for personal calls in accordance with the procedures established by the employee's Department.
- It is the responsibility of the employee's department or Administration unit to monitor cell phone use and reimbursement for compliance with this policy.

#### **2.2 Monitoring of Policy Compliance**

The Administration Department will be responsible for the monitoring of cellular phone usage to ensure compliance with this policy and the continued appropriateness and justification for the use of cellular phones and the service plans being purchased.

- Monthly statements will be provided to employee or his department contact as soon as possible. It is recommended that employee maintain his/her monthly bills and cross-reference your charges.
- If an employee does not receive one of his/her monthly bills or misplace he/she must send a written request to Administration Department



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- Contact the IT Department if your phone is lost, stolen or in need of repair additional Cell phone functions and services

In addition to telephone service, many cell phones or cellular providers offer a host of additional functions and/or services, including text messaging and digital photography. It is not possible to list all of the services that are now -- or may become -- available. Whether enumerated or not, employees are strictly prohibited from using any of these services while at work. All additional cell phone functions will be approved by the DG Admin and Finance.

### **3. Use of Cell Phone:**

- Employees are not permitted to use cell phones or any other handheld device, pagers, digital assistants, laptops, or any other electronic communicative devices while operating a vehicle. Employees can use cell phones, etc., only if the vehicle is off the road and parked.
- Employees are not allowed to use electronic devices for non-business purposes or in an illegal, illicit or offensive manner.
- Cell phones are to be used only by the individual to whom it was issued.
- Employees may use “hand-free” phones in limited situations and not in prolonged conversations or in heavy and/or slow-moving traffic.
- Cell Phones may be used while driving only to report an accident, car trouble or if there is imminent danger.
- Employees are to be courteous in their use of cell phones. They must refrain from phone conversations in quiet zones and have their ringer turned off while in the library, conferences, and etc. Please move immediately to a quiet common area when placing or receiving calls.
- When working in a professional atmosphere, the vibrate function should be a default
- No phone use during meetings.
- All employees are required to keep this cellular phone noise to a minimum.

### **4. Employee Obligations:**

- Cellular phones shall remain the sole property of the Municipality and shall be subject to inspection or monitoring (including related records) at any time. Employees in possession of Municipality equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft.
- Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.



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- Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.
- Employees who are charged with traffic violations resulting from the use of a cellular phone while driving on duty may be subject to disciplinary action and personal liability resulting from such traffic violations.

### **5. Special Responsibilities for Managerial Staff:**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

### **6. Discipline:**

Violations of this policy will be subject to discipline, up to and including dismissal.



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**Annex 1:**

**RECEIPT OF THE KABUL MUNICIPALITY  
CELLULAR PHONES IN THE WORKPLACE  
ACCEPTABLE USE POLICIES**

Please read the policy carefully to ensure that you understand the policy before signing this document. I certify that I have received a copy of the Kabul Municipality's Policy on Cellular Phones in the Workplace Policies.

I understand that it is my responsibility to read and comprehend this policy.

I have read and understand the content, requirements, and expectations of the Policy and I agree to abide by the policy guidelines. I understand that if at any time I have questions regarding the Policy, I will consult with my immediate supervisor or the Administration and Finance Department.

I agree to observe and follow the acceptable use policy. I understand that failure to abide by the policy could result in the loss of cellular phone privileges and/or other disciplinary actions as determined by Kabul Municipality

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date