



PERSONAL ELECTRONIC DEVICE USAGE POLICY

Personal Electronic Device Usage Policy

PURPOSE:

The purpose of this policy limiting the use of personal electronics at work is to:

- (a) Promote productivity, quality and efficiency within the Court Services Division (“Court Services”);
- (b) Maintain confidentiality within the workplace;
- (c) Protect the occupational health and safety of employees, especially when driving or operating vehicles
- (d) Promote and maintain a professional work environment; and
- (e) Ensure the use of such devices do not disrupt court services operations.

DEVICES COVERED:

The personal electronics covered by this Policy include, but are not limited to, cell phones, smart phones, mobile phones, iPads, iPods, personal music devices, tablet computers, and laptops not provided by the Government of Nunavut as part of an individual’s employment, individually and collectively referred to as “personal electronic devices”.

PERSONS COVERED:

This Policy applies to all employees, contractors, consultants, casual employees, students and other workers at Court Services, individually and collectively referred to as the “Worker” or “Workers”.

DEFINITION OF “USE”

For the purpose of this Policy, “use” means the active use of personal electronic devices and does not include having the device discreetly on the person but inactive (i.e., stored in a pocket) or using smaller personal electronic devices such as a phone or iPod to quickly and discreetly check the time of day.

ACTIVITIES COVERED:

The rules set out in this Policy apply to all work-related activities, including but not limited to driving to and from work while conducting work-related activities, whether such vehicles are owned by the Company or the Worker. The Policy applies at all locations where a Worker is undertaking work-related activities, including traveling court sittings of the Nunavut Court of Justice.

PROHIBITED USES



PERSONAL ELECTRONIC DEVICE USAGE POLICY

- a. **General:** While in the workplace during work hours, Workers are expected to focus on work and may not use any personal electronic device in the workplace for an inappropriate purposes, including but not limited to:
 - (i) Engaging in personal conversations and communications;
 - (ii) Playing games;
 - (iii) Surfing the internet for personal reasons;
 - (iv) Listening to music using headphones;
 - (v) Listening to music with speakers so as to disrupt other employees;
 - (vi) Checking e-mail; and
 - (vii) Sending and receiving text messages, BBMs, iMessages, etc.
- b. **Volume:** If a Worker brings a personal electronic device to the workplace, they must ensure that the device notifications are set to vibrate or silent so as not to disrupt the workplace.
- c. **Larger Personal Electronic Devices:** Workers are not permitted to use larger personal electronic devices such as tablets or laptops absent prior authorization from the Court or management. Such devices must be stored with the Worker's personal belongings.
- d. **Court Proceedings & Public Areas:** No Worker shall be permitted to bring a personal electronic device into a courtroom without prior authorization from the Court or the management of Court Services. Personal electronic devices must be left at the Worker's work station or with their personal belongings when working at a court proceeding. During work hours, Workers are not permitted to use a personal electric device in any public area of the Nunavut Justice Centre including the lobby and library areas. Workers wearing uniforms are restricted from using personal electronic devices in public areas at all times unless authorized by a Manager.
- e. **Registry Wickets:** No Worker shall be permitted to carry a personal electronic device while at the public wickets in the Court Registry without prior authorization from the Management of Court Services due to exceptional circumstance. Personal electronic devices must be left at the Worker's work station when at a public wicket.
- f. **Search Gate and Public Sheriffs' Station:** No Worker shall be permitted to carry a personal electric device at any search gate or a public sheriffs' station without prior authorization from the Management of Court Services due to exceptional circumstances. Personal electronic devices must be left at the Worker's work station when at a search gate or at the public sheriffs' station.



PERSONAL ELECTRONIC DEVICE USAGE POLICY

- g. **Driving:** While operating a vehicle performing work-related activities, Workers may not initiate or answer a communication from a personal electronic device unless and until they pull over in a safe spot, let a passenger answer the communication, or use appropriate hands-free technology. These road safety requirements while operating a vehicle apply for the duration of the communication (e.g. the entire phone call).

PERMITTED USES:

Workers may use personal electronic devices in the following designated areas while they are not working (i.e., during daily breaks, etc.): the lunch room and areas not accessible or visible to the public.

In the event of a personal emergency, Workers are permitted to use a personal electronic device for communication (i.e., smart phone, mobile phone, etc.) during work hours, provided that it is not during a court sitting and such use is restricted to areas not accessible or visible to the public. The Worker must advise their supervisor of the emergency where practicable and advise of the potential for use of the communication device.

NO LIABILITY

Court Services will not be liable for the damage or loss of personal electronic devices brought into the workplace.

VIOLATIONS

Workers who violate this Policy may be subject to disciplinary measures including up to termination of employment, depending on the circumstances, in accordance with GN HR policy.

Approved by Keith Peterson, Minister of Justice:

_____ **Date: May 30, 2017**

Employee Acknowledgement:

I, _____ (*print name*), have read and will abide by the terms of this policy regarding the use of personal electronic devices at work.

Signature: _____ Witness: _____
Date: _____