



## **Cell Phone Policy**

1. In fairness to our guests and each other, hourly employees are not permitted to use cell phones while he/she is on the clock. Team Member cell phones should not be present in the store while on the clock. We highly recommend that you simply leave your phone in your vehicle or at home. Management Personnel cell phones are permitted for business purposes only. All employees must adhere to our strict social media policy.

First offense for violation is to surrender your phone to the Manager on duty upon request, where it will be placed in a safe place until the end of your shift. Refusal to surrender your phone will result in immediate disciplinary action up to and including termination.

2. It is not acceptable to text a Manager or another employee to notify that you are running late or cannot make it for your shift. All communication must be made by calling the store phone and speaking directly with a Manager. A 6-hour notice is required for all absences and a Dr. note may also be required.

I have read the above policy and agree to abide by the policy. I understand that failure to comply could lead to termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Close

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