



EDMONTON SOCCER FACILITIES

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MEMORANDUM

TO: All ESAF Staff

FROM: Brooke Hayes
Operations Manager

RE: Cell phone and Electronics use at work

DATE: August 5, 2011

Please be advised that effective **September 1st, 2011**, the following policy will be put into place in regards to cell phone and electronics use at work:

Cell phone use will be prohibited for all Building Attendants, Control Room Attendants, and Lounge Attendants. Employees found to be using cell phones at work (including, but not limited to, texting, listening to music, surfing, and phone calls) will face disciplinary action up to and including termination. Primary attendants and Supervisors will be permitted to use cell phones for work purposes only.

Use of other personal electronics, including but not limited to MP3 players, tablets, and laptops is prohibited. Employees found to be using these devices will be subject to disciplinary action up to and including termination.

If your cell phone or other personal electronics are found to be on your person (for example, if your phone is in your hand, if you have earbuds in your ears or looped around your neck), it will be assumed that you are in violation of the policy. ESAF recommends that phones and personal electronics not be brought into work, or kept in a secure location while you are at work.

Please see your facility supervisor or contact me directly if you have any questions or concerns about these policy changes.

Thank you,

Brooke Hayes
Operations Manager
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