



**Ch'iyáqtel (Tzeachten First Nation)**

# Mobile Device Policy

**Approved by Council on: July 3, 2025**

Ch'iyáqtel STATEMENT OF POLICY AND PROCEDURE	
<b>Workplace Policy No.</b>	WP – 08
<b>Policy Category</b>	Personnel
<b>Department Ownership:</b>	Administration
<b>Effective Date:</b>	July 3, 2025
<b>Policy Review Cycle:</b>	Three years
<b>Version Control:</b>	Version 1.0 (June 2025)

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# POLICY

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## 1.1 PURPOSE

- (a) This *Mobile Device Policy* (**Policy**) explains how employees may use mobile devices, such as smartphones, tablets, laptops and wearable technology (**Devices**), for work. Ch'iyáqtel permits employees to use Devices to do work for Ch'iyáqtel, including those owned by employees (**Personal Devices**) and those issued by Ch'iyáqtel (**Employer Devices**). Any use of a Device during work hours or at any time for business purposes must conform to this Policy. The goals of this Policy are to:
- Set clear rules for using Devices at work.
  - Ensure employees use Devices responsibly and legally.
  - Protect confidential information.
  - Limit Ch'iyáqtel's liability for misuse of Devices.
- (b) This Policy is built on and reflects the following guiding principles:
- **PRODUCTIVITY:** Personal use of Devices should enhance, not hinder, work.
  - **DATA PROTECTION:** Handle confidential information with care and follow data protection laws.
  - **NETWORK INTEGRITY:** Follow rules to keep Ch'iyáqtel's IT systems secure.
  - **MONITORING:** Ch'iyáqtel monitors Device use to ensure compliance and address issues.

## Part A – ADMINISTRATION

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### 2.1 SCOPE

- (a) This Policy applies to all Ch'iyáqtel employees and all Devices used for work, whether on or off Ch'iyáqtel's premises.
- (b) This Policy applies to all materials, data, communications and information created on, transmitted to, received on, printed from, stored or recorded on a Device, including but not limited to emails, telephone conversations and voicemail recordings, instant messages, internet and social media postings, and location information and activities (**Content**).

## 2.2 ADMINISTRATION

- (a) Ch'iyáqtel may change this policy from time to time, including for governance, operational or legal reasons, and will communicate any such changes to employees in a reasonable time.
- (b) The Chief Administrative Officer (**CAO**) manages this Policy. Questions can be directed to the CAO or the Administrative Services and Communications Manager (**ASC Manager**).

## 2.3 CONSEQUENCES FOR NON-COMPLIANCE

- (a) Any violation of this Policy may be grounds for disciplinary action, up to and including termination, as outlined in the *Progressive Discipline Policy*.

## 2.4 DEFINITIONS

- (a) In this Policy:

**DEVICE ADMINISTRATOR** means the employee responsible for managing Employer Devices, including acquisition, ordering, billing and related procedures.

**USAGE PLANS** means subscription plans for cellular services and data on Employer Devices as negotiated with external vendors by the Device Administrator.

## 2.5 ROLES & RESPONSIBILITIES

### Role of the ASC Manager

- (a) The ASC Manager serves as the Device Administrator, manages approved Devices and related procedures, and registers all Devices used to access Ch'iyáqtel systems.

### Supervisors

- (b) Supervisors review and assess employee requests for new or replacement Employer Devices and for Personal Device allowances under this Policy.

### Role of employees

- (c) Employees:
  - Follow this Policy, and any related procedures issued by the Device Administrator, and comply with applicable laws.
  - Minimize personal use of Devices during work hours.
  - Care for Employer Devices, understand Usage Plans, and reimburse extra costs, as applicable.

# Part B – APPROPRIATE USE

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## 3.1 ACCESS TO CONTENT

- (a) All work-related Content on Devices, including Ch'iyáqtel's confidential information and the private information of third parties (**Organization Content**), belongs to Ch'iyáqtel, or the third parties who provided such information to Ch'iyáqtel, and is subject to monitoring. Any request to monitor content must be approved by the CAO in writing prior to proceeding.

### Employee personal information

- (b) Ch'iyáqtel will handle employee personal information as outlined in the *Employee Privacy Policy*. Ch'iyáqtel will use reasonable efforts not to collect, use or disclose employee personal information held on any Device unless such use is required to implement the terms of this Policy.
- (c) If employee personal information is inadvertently collected and is not required for the application of this Policy, Ch'iyáqtel will delete that information when it is discovered. This limitation does not apply to employee personal information that is related to Organization Content (including personal emails or messages sent or received using Ch'iyáqtel's systems).

### Ch'iyáqtel's right to monitor

- (d) To safeguard Organization Content and the integrity of Ch'iyáqtel's systems, Ch'iyáqtel can monitor, intercept and review all work-related Content on Devices, whether the Device is in the possession of an employee or Ch'iyáqtel.
- (e) Employees should have no expectation of privacy in any Organization Content created, transmitted, received, accessed or stored on an Employer Device, or in any actions on any Device that affect Organization Content or Ch'iyáqtel's systems.
- (f) Ch'iyáqtel may store copies of Organization Content or records of monitoring for a period of time after they are created and may delete such copies without notice.
- (g) Ch'iyáqtel may obtain and disclose copies of Organization Content for the purpose of litigation or investigations.
- (h) Ch'iyáqtel reserves the right to erase or remotely wipe Organization Content and any Content affecting Ch'iyáqtel's information technology systems (**IT Systems**), in the sole discretion of Ch'iyáqtel, where doing so is required to safeguard Organization Content and the integrity of Ch'iyáqtel's systems.

## Employee Acknowledgement

- (i) By signing this Policy's Employee Acknowledgement Form (see **Appendix A**), an employee acknowledges Ch'íyáqtel's right to monitor any Device used under this Policy, including Ch'íyáqtel's right to copy, erase or remotely wipe any Organization Content and any Content affecting Organization Content or systems. The employee also agrees that the use of any Device for Ch'íyáqtel's business or on behalf of Ch'íyáqtel is at the employee's own risk. Ch'íyáqtel will not be responsible for any losses, damages or liability arising out of the use of any Device for Ch'íyáqtel's business, including any loss, corruption or use of any Content or loss of access to or use of any Device, its software or its functionality.

## 3.2 SECURITY REQUIREMENTS

- (a) All Devices used for Ch'íyáqtel, on behalf of Ch'íyáqtel or to access Ch'íyáqtel systems must be registered with and authorized by the ASC Manager.

### Reporting loss, theft or unauthorized access

- (b) Employees must immediately report any Device used under this Policy that is lost, stolen, accessed by unauthorized persons or otherwise compromised to the ASC Manager so Ch'íyáqtel can assess the risk. If necessary, Ch'íyáqtel may remotely erase all Organization Content on the Device.
- (c) Employees must give Ch'íyáqtel access to their Device when needed for business reasons, including in the event of any security incident or investigation.

### Employee security obligations

- (d) Ch'íyáqtel's *Information Technology and Acceptable Use Policy (AUP Policy)* applies to all employee use of Devices for Ch'íyáqtel business and to all access to Ch'íyáqtel systems. To the extent that the AUP Policy does not address the issues below, an employee must:
  - Install any required security software on Ch'íyáqtel's request and cooperate with Ch'íyáqtel's efforts to manage the Device and secure its data, including providing Ch'íyáqtel with any necessary passwords or other means of accessing the Device.
  - Comply with Ch'íyáqtel's Device configuration requirements.
  - Password protect the Device using strong passwords consistent with Ch'íyáqtel's current password policies and procedures, as applicable.
  - Maintain the Device settings such that the Device locks itself and requires a password if it is idle for 10 minutes.

- Maintain the Device's original operating system and keep it current with security patches and updates.
- Not download or transfer work product or sensitive business Content to a Personal Device, for example via email attachments, unless explicitly authorized by Ch'íyáqtel. The employee must erase any such information that is inadvertently downloaded to the Device.
- Not transmit any of Ch'íyáqtel's information over an unsecured Wi-Fi network.
- Not back up a Device to local or cloud storage without Ch'íyáqtel's permission. If an employee accidentally creates backups, they must delete them right away. If backups are made with permission, the employee must give Ch'íyáqtel access when requested for legitimate business reasons.

(e) In addition, where an employee is using an Employer Device, that employee must:

- Not download and install software, unless explicitly authorized by Ch'íyáqtel.
- Prohibit use of the Device by anyone not authorized by Ch'íyáqtel, including family and friends.
- Not use the Device as a personal mobile hotspot without Ch'íyáqtel's consent.
- Use their best efforts to physically secure their Device against loss or theft.

### **Content erasure**

(f) Any employees who discontinue use of their Device(s) under this Policy or leave Ch'íyáqtel's employ must allow Ch'íyáqtel to remove any of Ch'íyáqtel's work product or Organization Content from their Device(s), including disabling any software or services provided by Ch'íyáqtel on the Device(s).

## **3.3 ACCEPTABLE USE**

### **Personal Use**

(a) Ch'íyáqtel recognizes that most employees must occasionally take care of personal matters during work hours. Employees may use their Devices for personal reasons if it does not affect their work or incur additional costs to Ch'íyáqtel.

### **Compliance with workplace policies**

- (b) Employees must follow Ch'iyáqtel's conduct policies when using Devices, including the *Employee Code of Conduct* and the *Workplace Harassment and Violence Prevention Policy*. Employees must not use any Device in a manner that may be construed by others as harassing, threatening, discriminatory or offensive.
- (c) The *Confidentiality Policy* and the *Employee Privacy Policy* apply to the use of all Devices under this Policy.
- (d) Collection, access, use, disclosure, transmission, storage or deletion of the personal information of third parties, including the Ch'iyáqtel membership, must comply with Ch'iyáqtel's *Confidentiality Policy*.

## **3.4 TECHNICAL SUPPORT**

- (a) Ch'iyáqtel provides the following technical support for Devices used under this Policy:
  - Installation and configuration of approved software and applications.
  - Support for connecting to the Nation's network, email, and shared drives.
  - Assistance with software updates and security patches.
  - Guidance on secure usage and data protection practices.
- (b) In addition, Ch'iyáqtel provides the following technical support for Employer Devices:
  - Basic troubleshooting and diagnostics for hardware and software issues.
  - Assistance with computer and network-related issues.
  - Coordination with external vendors for warranty or specialized repairs.
  - Support availability during regular business hours, with priority given to work-related issues.

## **3.5 MOTOR VEHICLE SAFETY**

### **Compliance with applicable laws**

- (a) Employees using a Device under this Policy must follow all applicable legal prohibitions on Device use while operating a motor vehicle or machinery, namely the *Motor Vehicle Act* and the *Use of Electronic Devices while Driving Regulation*.



### **Prohibition while operating a motor or powered vehicle**

- (b) For clarity, under the laws of British Columbia, a person must not use, hold or operate an electronic Device while driving or operating a motor vehicle, including making or receiving calls, sending or reading text messages or emails, or communicating by means of their electronic Device with another Device.
- (c) Employees are further required not to use, hold or operate an electronic Device while operating a moving powered vehicle or piece of machinery. Employees must park safely before using an electronic Device.

### **Hands-free exception**

- (d) In accordance with the laws of British Columbia, a person may use an electronic Device in a proscribed hands-free manner while operating a vehicle or machinery provided that **each** of the following conditions are met:
  - (i) The person does not hold the Device in their hand.
  - (ii) The Device is secured on their body or within the vehicle in such a way that it does not impede sight lines to mirrors or vehicle windows.
  - (iii) The Device is configured for use with a hands-free Device that is operated using voice recognition or by pressing a single button, only once, to accept or initiate communication.

### **Tickets & Fines**

- (e) Employees are responsible for paying any tickets or fines arising out of their violation of these applicable laws.

## **Part C – EMPLOYER DEVICES**

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### **4.1 EMPLOYER DEVICE REQUEST**

- (a) Eligible employees may receive an Employer Device, and approved accessories, for work.

#### **Employee requests**

- (b) An employee who wishes to obtain an Employer Device may submit an Employer Device Request Form (see **Appendix B**) to their Supervisor.

#### **Criteria for acquiring an Employer Device**

- (c) Supervisors' approval decisions will be based on the following criteria:

- (i) the employee requires frequent and immediate access to Ch'iyáqtel's email system to fulfill their job duties; and/or
- (ii) the employee requires frequent and immediate access to phone, voicemail, and/or text messaging capabilities to fulfill their job duties.

#### **Additional factors**

- (d) In addition, the Supervisor will consider the following factors as they pertain to the employee's standard job duties:
  - (i) The employee is regularly away from their primary work location (for example, their office or workshop) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work.
  - (ii) The employee regularly works in an "on call" capacity.
  - (iii) The employee requires mobile communication capabilities on the job for safety purposes.

#### **Discretionary Criteria**

- (e) The Supervisor, at their discretion, may consider additional criteria when reviewing an employee request for an Employer Device. Any such additional criteria must be documented in writing and approved by the Mobile Device Administrator to ensure consistency across the organization.

### **4.2 MOBILE DEVICE STANDARDS**

- (a) The Mobile Device Administrator will define Ch'iyáqtel's approved Device, software and Usage Plans in accordance with Ch'iyáqtel's security and business needs.

### **4.3 APPROVED EMPLOYEES**

- (a) The Mobile Device Administrator will arrange and issue all Employer Devices, accessories and Usage Plans for approved employees. Only Ch'iyáqtel approved Devices, accessories and Usage Plans will be issued.

### **4.4 HARDWARE**

- (a) Approved employees will be issued a smartphone.
- (b) Supervisor approval is required for any hardware or accessory order.
- (c) The Mobile Device Administrator will track any Ch'iyáqtel issued hardware provided to an employee. The employee must return any such equipment to Ch'iyáqtel when employment ends.

#### 4.5 FREEDOM OF INFORMATION

- (a) The activity records for any Employer Device, including calls, emails, text messages, and internet access records, may be required to be released to the public under the *Freedom of Information and Protection of Privacy Act*.

#### 4.6 TRAVELLING WITH AN EMPLOYER DEVICE

- (a) To manage data plans, employees using an Employer Device must notify the Mobile Device Administrator before travelling.

##### **Leisure travel**

- (b) Ch'íyáqtel will not pay mobile Device charges, including data, when an employee is travelling out of the country on vacation.

##### **Business travel**

- (c) If an employee is travelling out of country for work purposes, the Mobile Device Administrator will temporarily adjust the Usage Plan to ensure adequate roaming coverage.

#### 4.7 ADDITIONAL COSTS

- (a) If personal use of an Employer Device incurs additional costs to Ch'íyáqtel, the employee will reimburse Ch'íyáqtel.

#### 4.8 LOSS OR DAMAGE OF EMPLOYER DEVICE

- (a) Employees are responsible for the care and security of Employer Devices, and must take the following steps in the event of loss, theft, or damage:
  - (i) **Report immediately:** Employees must report the loss, theft or damage to their Supervisor and the Mobile Device Administrator, including providing an outline of the circumstances leading to the incident and a description of any damage sustained.
  - (ii) **Replacement or repair:** The Mobile Device Administrator will assess the circumstances of the loss or damage. If due to negligence, the employee may be responsible for replacement costs or repairs.
  - (iii) **Review:** Repeated incidents may result in review of the employees' access to Employer Devices and further action, as necessary.

# PART D – PERSONAL DEVICES

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## 5.1 PERSONAL DEVICE ALLOWANCE REQUEST

- (a) Ch'íyáqtel may provide eligible employees with a bi-weekly allowance for their Personal Device (**Device Allowance**). This allowance helps cover the cost of using a Personal Device for work.

### Eligibility Criteria

- (b) Employees may submit a request for a Device Allowance by submitting the Personal Device Allowance Request Form (**Allowance Form**) (**Appendix C**) to their Supervisor. The Supervisor will evaluate the employee's eligibility based on the following criteria:
  - (i) the employee is responsible for making critical decisions directly related to the organization and/or its programs and services;
  - (ii) the employee is consistently required to be reachable outside normal business hours or on weekends; and/or
  - (iii) the employee is required to have access to email outside of the office or beyond normal scheduled working hours.

### Decision

- (c) The Supervisor will record their decision to approve or reject the Device Allowance request on the Allowance Form and submit the completed form to the ASC Manager for processing.

### Approved Employees

- (d) An employee approved for a Device Allowance will receive a flat reimbursement amount on a bi-weekly basis that corresponds to the employee's job category as set out in the Allowance Form.
- (e) Approved employees must remain accessible as required by their role and maintain their Personal Device in accordance with Ch'íyáqtel's functionality and security standards.
- (f) If an employee who is receiving a Device Allowance takes a leave from work, the employee must notify the Mobile Device Administrator in advance so that Device Allowance can be paused for the duration of the leave.

# Appendix A | Employee Acknowledgement

Last Updated: June 2, 2025

## EMPLOYEE ACKNOWLEDGEMENT

### *Ch'iyáqtel (Tzeachten First Nation) Mobile Device Policy*

#### EMPLOYEE COMMITMENT

I, \_\_\_\_\_, [EMPLOYEE NAME], acknowledge that on \_\_\_\_\_ [DATE], I received a copy of Ch'iyáqtel's *Mobile Device Policy*, and that I read it, understood it and agree to comply with it. I acknowledge Ch'iyáqtel's right to access my Personal Device(s) that is used for Ch'iyáqtel work or work-related purposes and any Ch'iyáqtel Device(s), including monitoring, copying and erasing Organization Content and personal information on the Device(s), as required to administer the *Mobile Device Policy*.

I further understand that:

- The equipment that has been issued to me by Ch'iyáqtel is for business use, and that I may be required to reimburse Ch'iyáqtel for all personal and non-business charges or fees.
- Before the end of my employment with Ch'iyáqtel, I will be required to return all company issued equipment and accessories before I receive my final pay cheque.
- I may be responsible for any damage, abuse, neglect, loss or theft of any company issued equipment whilst in my care.
- Ch'iyáqtel may monitor my Ch'iyáqtel issued mobile Device usage on a routine and/or special case basis.
- The use of a mobile Device while operating a motor vehicle or machinery without an approved hands-free Device is illegal in British Columbia, and I have been made aware of the laws of my province.
- This signed form will be placed in my personnel file, and any violation by me of Ch'iyáqtel's *Mobile Device Policy* may result in loss of access, disciplinary action up to and including termination, or other legal action.

NAME (Print)

POSITION (Print)

SIGNATURE

DATE

## Appendix B | Employer Device Request

**Last Updated:** May 1, 2025

### Ch'íyáqtel EMPLOYER DEVICE REQUEST FORM

<b>Employee Name:</b>		<b>Date:</b>	
<b>Job Title:</b>		<b>Department:</b>	
<b>Employment Status:</b> (F/T or P/T)		<b>Manager:</b>	

#### JUSTIFICATION: (Supervisor to select all that apply)

The employee requesting an Employer Device fulfills one or more of the following criteria:

- ☐ The employee requires frequent and immediate access to Ch'íyáqtel's email system to fulfill their job duties; and/or
- ☐ The employee requires frequent and immediate access to telephone, voicemail, and/or text messaging capabilities to fulfill their job duties.

**NOTE:** Employer Devices are for full-time employees only, following the completion of a successful probationary period.

#### Additional factors

The Supervisor may consider the following additional factors as they pertain to the employee's standard job duties:

- ☐ The employee is regularly away from their primary work location (for example, their office or workshop) for considerable periods of time, and the resulting lack of communication impacts their ability to perform their work.
- ☐ The employee regularly works in an "on call" capacity.
- ☐ The employee requires mobile communication capabilities on the job for safety purposes.

#### Discretionary Criteria

The Supervisor, at their discretion, may specify additional criteria for consideration when reviewing an employee request for an Employer Device and/or accessories. Any such additional criteria must be documented in writing and approved by the Mobile Device Administrator.

☐ Other: \_\_\_\_\_

**DECISION:**☐ Approved☐ Not Approved**If approved, indicate which of the following applies:**

<input type="checkbox"/> Transfer	<input type="checkbox"/> Suspend	<input type="checkbox"/> Upgrade
<b>Transfer Phone to:</b>  <b>Reason:</b>	<b>Reason:</b>	<b>Reason for Upgrade Request:</b>  <input type="checkbox"/> Damaged Phone <input type="checkbox"/> No Longer Holds Charge <input type="checkbox"/> Contract Expired <input type="checkbox"/> Other: _____

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**SUPERVISOR SIGNATURE**

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**DATE**Submit Completed Requests to: [jolene@tzeachten.ca](mailto:jolene@tzeachten.ca)

## Appendix C | Personal Device Allowance Request

Last Updated: June 2, 2025

Ch'iyáqtel

### PERSONAL DEVICE ALLOWANCE REQUEST FORM

Employee:			
Job Title:			
Department:			
Cellphone No.			
Allowance Amount:	Management	Full-Time Employee	Part-Time Employee
	<input type="checkbox"/> \$30.00 Biweekly	<input type="checkbox"/> \$20.00 Biweekly	<input type="checkbox"/> \$10.00 Biweekly

**Justification (Supervisor to select all that apply):**

- ☐ Employee is responsible for making critical decisions directly related to the organization.
- ☐ Employee must be reachable beyond normal business hours or on weekends on a regular basis.
- ☐ Employee is required to have access to email outside of the office or beyond normal business hours and it is essential to the Department that the employee be accessible during those times.

**EMPLOYEE ACKNOWLEDGEMENT:**

I certify that the Device Allowance, if approved, will be used toward expenses I incur for use of my Personal Device to fulfill my job duties. I understand that the Device Allowance will be added to my bi-weekly pay. I have read, understood, and will comply with the *Mobile Device Policy*.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**APPROVAL DECISION:**

- ☐ Approved      ☐ Not approved

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

Submit Completed Requests to: [jolene@tzeachten.ca](mailto:jolene@tzeachten.ca)