



Maple Cleaning Services Communications Policy 2026

1. Purpose

This policy outlines the appropriate use of mobile phones, email, and the internet to promote a safe and productive work environment at Maple Cleaning Services.

2. Scope

This policy applies to all employees, contractors, and personnel acting on behalf of Maple Cleaning Services.

3. Mobile Phone Use

- Mobile phones must not be used while operating plant, machinery, or working on track.
- Personal mobile phones must not be used during work hours, except in designated areas during scheduled breaks (e.g., lunch rooms or outdoor rest areas).
- Work-issued phones must not be used excessively for personal matters. Excessive personal use may result in the employee being held liable for related costs.
- For urgent personal or work-related contact with track workers, Supervisors will relay messages and ensure the employee moves to a safe area before taking calls.
- When driving on behalf of the company, employees must use an ear-piece or hands-free setup or, preferably, safely park before using the phone. Unsafe use while driving may result in personal liability for any legal penalties.

4. Internet and Email Use

Company internet, email, and computer systems are intended for business use. Personal use should be minimal and must not interfere with work responsibilities.

Prohibited uses include, but are not limited to:

- Accessing or distributing offensive or pornographic content
- Promoting discrimination, harassment, or violence

- Defamation or threatening communication
- Spreading viruses, spam, or engaging in destructive digital activities
- Compromising IT system security—either company or external systems
- Engaging in illegal activities or using resources for private financial gain

5. Policy Breaches

Violations of this policy may result in disciplinary action in line with the company's discipline procedures.