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## BC FERRY & MARINE WORKERS' UNION

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### Union Cell Phone & Tablet User Guide

By accepting the use of a cell phone and/or tablet provided by the Union you are agreeing to the following:

1. The Union will provide adequate protective covering for any equipment provided.
2. The Union will replace lost, stolen or broken devices once per term (3 years) at the lowest cost or no cost to the Union.
3. The equipment is to be used **for Union business only**. Any personal use needs to be tracked and reported to the Union Office on a calendar year basis. Personal use of a business paid for cell phone/tablet is a taxable benefit to the holder as per **The Canada Revenue Agency**. This would be reported as a percentage of use to the Union office before January 31 of the following year.
4. Cell phone and tablet monthly costs will be paid by BCFMWU on the assumption that these devices are to be used in Canada for Union business. Roaming charges while out of country, unless on pre-authorized Union Leave, will be charged back to the user. (Data can be turned off on phone to avoid extra charges)
5. The equipment and all accessories shall be returned to the Union Office once your elected term ends.
6. Device must be password protected and all security features set up by the Union Office will not be changed.
7. Tablets are for reference use only. Information is not to be stored on the tablet.

I, \_\_\_\_\_, understand the above terms and agree to them.  
(Print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Witness: Staff Member)

\_\_\_\_\_  
(Date)