



Personal Activities during Working Hours

Overview

We recognize that it is unrealistic to forbid employees to deal with personal matters during working hours. However, we want to be clear about what we mean by “appropriate levels” of personal activities. We define appropriate levels of personal activities during working hours as no more than 30 minutes per day.

Remember, this is a paid benefit of the Company and we trust your ability to work within these guidelines. While it is difficult to determine how much time each of us spends on personal activities during the work day, it is each of our responsibility to ensure that such activities do not exceed 30 minutes per day, and that individual job responsibilities and deadlines are met.

Document Owner:	Human Resources
Practice Applies to:	Employees
Process Responsibility:	Individuals
Final Accountability:	Individuals

Guidelines

Personal activities during working hours include:

- Computer use
- Internet use
- Email use using your personal web mail and personal email account
- Instant Messaging Use
- Cell phone conversations
- Land line phone conversations
- Errands
- Other activities that are not work-related

Any personal activities during working hours must adhere to all guidelines included in the “Core Company Policies” section in this Handbook and must not interfere with job accountabilities and deadlines.



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Additional Information

Related Documents

- ADD: Related documents and hyperlink as applicable
- 0021 Core Company Policies

External Resources

- ADD: Names, contact information or hyperlinks to external resources the reader may find useful in addition to this document

If you have questions, comments or suggestions regarding this document, contact ADD: Contact name and email address.