



TPD Tips

Building Your Organization's
Bring Your Own Device Policy





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The purpose of your BYOD policy is to govern the usage and management of personal devices for business use by your organization's employees. Your policy should also outline appropriate standards, guidelines, and procedures for appropriate use and reimbursement. If you're not sure what policy features make sense for your organization, TPD HR Consulting can build a customized BYOD policy for you.

Policy Checklist

List which personal devices your organization requires staff to bring to be used for business:

- | | | |
|---|---------------------------------------|---------------------------------|
| ☐ Cellular phone | ☐ Laptop | ☐ Tablet |
| ☐ Desktop | ☐ Other: _____ | |

Your organization expects all personal devices to be used responsibly, ethically, and cost-effectively. Therefore, the following policy questions must be covered:

- ☐ Who has the ability to authorize employee personal device usage for business use? Who is responsible for ensuring the device is equipped with the proper security channels to protect any confidential organization information?
- ☐ What allowance will you provide for personally owned devices being used for business purposes? Will the allowance be administered through expensing or as an addition to the employee's paycheck?
- ☐ Whose responsibility is it to cover the costs should an employee exceed their data plan?
- ☐ How frequently is the employee responsible for submitting the invoice page of his / her bill for verification?
- ☐ Should an employee wish to purchase a device separate from their personal device, which party will cover the costs associated with the purchase? Are there any stipulations for the type and cost of the device purchased? Does the employee need prior approval from their direct supervisor for the purchase of a business device? What should happen to the device if the employee leaves the organization?
- ☐ What expectations do you have for personal device use while the employee is at work? Are employees allowed to use their personal devices for personal use throughout the day or only while on scheduled breaks?
- ☐ Will your organization reimburse employees for any personal usage using a personally-owned device (ie. Calls made or received from a cell phone) that has been approved to conduct business?
- ☐ Personally-owned devices intended for business use must not be used to conduct illegal transactions, harassment, or any other unacceptable behavior, as defined in your organization's anti-harassment policy. Have you outlined in both policies what constitutes appropriate behavior?
- ☐ Are employees permitted to make or receive business calls on a cell phone while operating a motor vehicle?
- ☐ Who is responsible for covering the cost of lost, stolen, or damaged personally-owned devices?