



Frequently Asked Questions Personal Cell Phone Use

- 1. Why is NNS taking this approach with personal cell phone usage?**
Personal cell phones at NNS can jeopardize our safety, distract us from our mission, and pose a risk to national security. As shipbuilders, we must remain focused on the task at hand during work hours – delivering quality ships to our Navy and the American people. The mission we support is too critical for anything less.
- 2. How does personal cell phone usage impact productivity?**
The use of personal cell phones during working time is a distraction. Banning personal cell phone use during working hours limits distractions, decreases the potential for safety and security violations – and ultimately ensures that we are using every second of every day to contribute to NNS’ mission.
- 3. What do I do with my personal cell phone during working time?**
Personal cell phones should be stored in a toolbox, desk drawer, purse, backpack, etc. during working hours.
- 4. Who does this policy apply to?**
All NNS and leased shipbuilders as well as Mission Technologies employees working for NNS supervisors.
- 5. What is the expectation for shipbuilders working at non-NNS locations (other shipyards, Navy installations, etc.)?**
NNS shipbuilders assigned to work locations that are not owned or leased by NNS should follow the personal cell phone policy in effect at that location. However, all NNS shipbuilders are expected to maintain the same productivity and performance standards that are in place at the shipyard.
- 6. What is the expectation for shipbuilders working remotely?**
Shipbuilders working remotely are expected to follow the same guidance that would apply if they were working onsite at NNS. Remote shipbuilders are expected to maintain the same productivity and performance standards that are in place at the shipyard.
- 7. What is considered working time?**
“Working time” refers to scheduled working hours, which includes short work breaks during shifts. Scheduled lunch breaks are not considered working time.
- 8. Can I use my personal cell phone during lunch?**
Yes, shipbuilders’ scheduled lunch breaks are not considered working time, so personal cell phones are permitted.
- 9. Am I allowed to wear my smartwatch to work?**
Yes, shipbuilders may wear smartwatches during work hours, however, they are not to be used as a substitute for their personal cell phone during working time.

10. How is my family supposed to get in contact with me if there is an emergency while I am at work?

Hourly shipbuilders: provide your supervisor's desk phone and work cell phone numbers for emergency situations. The main shipyard number (757) 380-2000 – (select * then 1) – can be provided as an alternate contact. With supervisor approval, the shipbuilder can be excused to go to the nearest available phone to return the call.

Salaried shipbuilders: provide your desk phone number or work cell number for emergency situations. If you do not have a desk phone, provide your supervisor's phone number. The main shipyard number (757) 380-2000 – (select * then 1) – can be provided as an alternate contact. With supervisor approval, the shipbuilder can be excused to go to the nearest available phone to return the call.

Supervisors: provide your team with your desk phone and work cell phone numbers to share with their family members in the event they need to be contacted in an emergency.

11. What happens if a supervisor receives an emergency call for a shipbuilder?

The supervisor may approve the shipbuilder to go to the nearest available phone to return the call.

12. Can I use flex, PTO, paid sick/personal time or annual leave throughout the work day to leave NNS premises and use my personal cell phone?

No. The purpose of the policy is to ensure safety, security and productivity during working time. Shipbuilders are not permitted to use standard leave options to break up their work day or shift to use personal cell phones outside of NNS property.

13. Can I use my personal cell phone before and after my work shift while on NNS property?

Yes, shipbuilders may use their personal cell phones outside of working time.

14. How will NNS enforce the ban on personal cell phones during working hours?

Shipbuilders have been subject to disciplinary action if they use personal cell phones during working hours ever since camera-enabled personal cell phones were first permitted on company property in 2016. This practice will not change.

15. Who is responsible for reporting a policy violation?

All shipbuilders have an obligation to report policy violations to their supervisors and/or to their Human Resources or Labor Relations representative.

16. What happens if I get caught using my personal cell phone when I should be working?

Shipbuilders found in violation of this policy are subject to disciplinary action, up to and including termination.

17. What if I am not comfortable leaving my personal cell phone unattended in my work area?

Shipbuilders may opt to leave their personal cell phone at home or in their vehicle.

18. Can I use my personal cell phone while transiting between shipyard buildings?

No, shipbuilders transiting between buildings are still on work time.

19. If I fail to properly store my personal cell phone during work time, can the company confiscate my phone?

The company reserves the right to confiscate and search all personal cell phones. If there is reason to believe that there is a security violation (having a personal cell phone in a restricted area or unauthorized photography/videography) while the personal cell phone is not properly stored, the leader who observes the violation will immediately notify NNS Security (O15) to confiscate the personal cell phone and conduct a review.

20. Why doesn't this policy apply to subcontractors, Navy sailors, etc.?

The purpose of this approach is to improve NNS safety, security and productivity.

21. What if I need a company phone for work purposes?

If there is a business need for you to have a mobile device at work, your supervisor will notify you. Depending on the business need, you may be assigned a device (smartphone, flip phone, etc.). To request a company device, submit a SMAX ticket. Please be aware that you must have supervisor approval for the request to be processed. Shipbuilders who only need phone capability for communication purposes should request a flip phone.

22. Can I use my personal cell phone to purchase items from a vending machine?

Yes, as long as it is during your designated lunch period.

23. Who should I contact if I have a question that isn't listed in this document?

Please contact your immediate supervisor or Human Relations/Labor Relations representative.