

LONG DISTANCE TELEPHONE CALLS

POLICY

Long distance telephone calls are only to be made in completion of Hamlet of Enterprise business.

DEFINITIONS

“Hamlet” means Hamlet of Enterprise

GUIDELINES

1. Employees are only to make or receive (collect) long distance telephone calls for Hamlet of Enterprise related business.
2. Long distance telephone calls of a personal nature must not be charged to the Hamlet of Enterprise.

ATTACHMENTS

N/A

REFERENCES

N/A