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| CELLULAR PHONE USE | | | | NO. | |
| PURPOSE: To provide guidance to staff on the use of personal cell phones.  POLICY: This facility prohibits of the use of personal cell phones. Personal calls during the workday interfere with employee productivity, are disruptive to work procedures, and are an additional distraction in an already busy work environment. In addition, certain types of cell phones now in use (i.e. camera phones) pose a serious HIPAA compliance issue in the workplace.  PROCEDURE:  **Personal Cellular Phones**  Employees are prohibited from using personal cell phones during work time. Staff needing to use their personal cell phone may use them during their scheduled, non-paid meal break, outside of the facility, for example in their vehicle. Employees violating this policy on personal cell phone use will be subject to progressive disciplinary action. Exceptions to this policy may be granted by administration in circumstances demanding immediate attention. The company will not be liable for the loss of personal cell phones brought into the workplace.  **Personal Use of Company-Provided Cellular Phones**  Where job or business needs demand immediate access to an employee, the company may issue a business cell phone to an employee for work related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business reasons. Employees in possession of company equipment such as cellular phones are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or upon request, the employee may be asked to produce the phone for return or inspection. Employees unable to present the phone in good working condition within the time period requested may be expected to bear the cost of replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.  **Safety Issues for Cellular Phone Use**  Employees whose job responsibilities include regular or occasional driving and who are issued cell phones for business use are expected to refrain from using their phones while driving, unless equipped with Bluetooth or other hands free device. Safety must be the first priority. Unless equipped with Bluetooth or other hands free device, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are to not text while driving. Employees are not allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for liabilities that result from such actions.  My signature below is to affirm I have read and understood the above policy regarding cell phone use. I further agree to abide with the Cell Phone Policy and understand that my failure to do so will result in disciplinary action being taken against me.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Name Printed Signature Date | | | | | |
| Approved: | Effective Date:  11/2007 | Revision Date:  2/12; 1/14; 3/17 | Change No.: | | Page:  1 of 1 |