

## #526 Cell Phone / Business Phone / PDA Policy

Effective Date: 02/01/2003

Revision Date: 06/01/2009

This policy outlines the use of personal cell phones, business phones, and PDA's at work and the safe use of Keystone Community Resources' cell phones or PDA's by employees while driving.

### **1. Personal Cellular Phones/PDA's**

While at work employees are expected to exercise professional discretion in using cellular phones and PDA's as is expected for the use of company phones. Personal phone calls or texts during the work day, regardless of the phone used, interferes with the safety and monitoring of Residents, employee productivity and may be distracting to others.

All conversations must maintain a professional demeanor in which explicit language, sexual comments, threatening statements or harassing material is not used in the work environment or around residents. This type of behavior is interpreted as abuse towards our residents and is a violation of Keystone's work conduct policy.

Ideally, an employee should not have a cell phone, PDA, or electronic devices on shift. However, if an employee has a phone on their person during shift it is expected that the phone will be muted or in silent ring mode. Ear pieces such as earphones for cell phones or portable devices are not to be worn during working hours. Texting, gaming, watching videos/TV, listening to music, surfing the internet, or any other activity that distracts from the care and safety of residents is prohibited.

### **2. Safety Issues for Cellular Phone and PDA Use**

All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or PDA's at all times.

Employees whose job responsibilities include regular or occasional driving and who use a cell phone or PDA for business use are expected to refrain from using their phone while driving – use of a cell phone or PDA while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees who are charged with traffic violations resulting from the use of their phone or PDA while driving will be solely responsible for all liabilities that result from such actions.

### **3. Video or Audio Recording Devices**

The use of camera phones, PDA's or other audio or video recording capable devices within Keystone may constitute not only an invasion of employee's personal privacy, but it does breach confidentiality of our residents and does violate this policy. Therefore, the use of camera or other video-capable recording devices within Keystone is prohibited.

If there is use of camera or other video-capable recording devices to exploit Keystone residents or with intent to harm Keystone's business operations, Keystone may choose to end the employment relationship with that employee without prior warning. This prohibition is applicable to all residents, employees, programs, locations, and Departments within Keystone.

### **4. Damaged, lost, stolen personal property**

Employee's personal property that is brought to shift that is lost, damaged, stolen or otherwise not in the same condition as it arrived is not the responsibility of Keystone Community Resources and will not be replaced by the company.

### **5. Responsibilities for Managerial Staff**

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to the highest forms of discipline, including termination.