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| **Cell Phone Use** | **Last Revision:** | March 2019 |
| **Last Reviewed:** | March 2019 |
| **Applies to the following THA Group of Companies:**  | * Independent Life At Home
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| **Included in the following THA Manual:** | Independent Life At Home |

**POLICY**

This policy outlines the use of personal cell phones at work, including camera phones, , text messaging, and the safe use of cell phones by employees while driving. This policy applies to both incoming and outgoing cellular calls.

**SCOPE**

This policy applies to all employees, volunteers, and independent contractors of Independent Life at Home

**PROCEDURE**

**Personal Cellular Phones**

While providing care/services on behalf of THA Group, ensure that personal use of non-work-related telephone and electronic information systems is infrequent, occurs outside of regular work hours or during breaks, does not interfere with organizational operations, does not involve activity or behavior that is unlawful or inappropriate and does not incur any expense to the organization. It is the employee’s responsibility to keep their phone turned off or silenced while at work to minimize distraction. It is also the employee’s responsibility to help minimize personal calls by communicating to friends and family the company’s policy regarding personal phone calls. If there are extenuating circumstances that requires an employee to keep their phone on, this must be discussed and approved by leadership prior to the start of shift.

The company will not be liable for the loss or damage of personal cellular phones brought into the workplace.

As a courtesy to others and out of respect for fellow team members in meetings, all phones must be turned off/silenced during the duration of the meeting.

**Camera Phones**

The company prohibits employee use of cameras attached to camera phones in the workplace. This is a preventative step believed necessary to secure employee and client privacy and other business information.

**Text Messaging with Cellular Phones**

Employees in certain job classifications may be permitted to use text messaging as a communications tool. Texting is to be used only in the context of fulfilling one’s job duties and should not be used for personal communications. Text messages must adhere to all applicable privacy laws and regulations; specifically, messages should never contain protected health information or other information that is considered confidential.

**Safety Issues of Cellular Phone Use**

Employees whose job responsibilities include regular or occasional driving are expected to refrain from using the phone while driving. If using the phone is necessary, you must safely pull of the road and park the vehicle or use a hands-free device. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not a safe option, employees are expected to keep the call short, use a hands-free device, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

The personal use of cell phones (other than hands free phones) is prohibited while driving.

Employees must understand and comply with state laws banning the use of phones while driving. Employees who are issued citations for such acts will be liable for all liabilities including any fines imposed and will be subject to corrective action up to and including separation under the company’s Performance Corrective Action policy.

THA Group reserves the right to amend or alter the terms of this policy.

**Acknowledgment of Cell Phone Policy**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have received, read and understand the THA Group Cell Phone Usage Policy.

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Employee Signature Date