

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: USE OF PERSONAL CELLULAR PHONE AND ELECTRONIC DEVICES FOR COMMUNICATION	Code: HS183
		Date of Issue: April 2005
		Revised: December 2013
		Page 1 of 2

PURPOSE: To outline the use of personal cellular phones and/or electronic devices for communication while at work in order to provide quality of service to the people we support and to protect you. Inappropriate use of communication devices at work can cause injuries because it's distracting and may interfere with their proper and safe use of equipment and machinery. Devices and headphones or wireless ear pieces may also get tangled in machinery or interfere with the proper use of personal protective equipment.

DEVICES COVERED: The devices covered by this Policy include cell phones, Smartphones and other wireless devices, whether owned by the Company or the individual worker (collectively referred to as "devices").

1. Phones/devices are to be turned off, sent to voice mail, be placed on silent ring or on vibrate while in meetings on behalf of Avenue II. At other times the method of notification should not be disturbing to the people we support or others.

2. Prohibited Uses:

- a. **General:** While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any device in the workplace for any inappropriate purposes, including but not limited to:
 - Engaging in personal conversations;
 - Playing games
 - Surfing the internet;
 - Checking email; and
 - Sending or receiving text messages.
- b. **Driving:** While operating a vehicle, it is against the law for drivers to use a communication device unless they use a hands free device or until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they follow the law.
- c. With the exception of emergencies staff will refrain from responding to or receiving personal calls, emails, texts, etc while working.

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: USE OF PERSONAL CELLULAR PHONE AND ELECTRONIC DEVICES FOR COMMUNICATION	Code: HS183
		Date of Issue: April 2005
		Revised: December 2013
		Page 2 of 2

3. **Permitted Uses:** Workers may use devices while they're not working in the following designated areas: kitchen, lounge and front foyer, phone calls should not disrupt others.
4. **Violations:** Workers who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances.
5. The cost of personal cellular phones or other methods of communication will not be reimbursed by Avenue II.

Please be reminded that phone numbers of the people we support and businesses you are supporting at are not to be given to people outside of Avenue II.

Please advise people to leave a message for you at the office and office staff will pass on the message to you in the case of an emergency.