

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Personal Device Usage Policy	Code: HS184
		Date of Issue: November 2009
		Revised: June 2023
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PROCEDURE:

1. This policy applies to workers, contractors, consultants, temporary workers, students and others working for Avenue II.
2. Using your personal device (cell phone/smartphone/tablet) to listen to personal music, podcasts, recordings or to view videos during work time is prohibited. The use of headphones and ear pods are also prohibited. This includes during breaks, when the client is not actively engaged with the staff or when work is performed in the office.
3. Workers who violate this policy will be subject to progressive discipline.

Note: *This policy does not prevent a client from enjoying music as long as it is their choice and the music use or volume does not create a hazard for the worker.*