

 <b>UNION HOSPITAL</b>		Policy Number:	HR-325
		Effective Date:	03/09
<b>Hospital Policies and Procedures</b>			
<b>Cell/Camera Phone Use</b>			
Developed / Edited By:	Michelle Twum-Danso, PHR	Date:	02/15
Reviewed By:	Terrance Lovell, VP, HR	Date:	02/15
Approved By:		Date:	02/15
	Dr. Kenneth S. Lewis, President/CEO	Established Date:	03/09
Reviewed Dates:	02/09; 03/09; 04/12; 02/15		
Revised Dates:	02/09; 03/09; 04/12; 02/15		
Scope:	All Staff		

**PURPOSE:**

To define the appropriate use of cell/camera phones to include both Hospital issued and personal cell/camera phones.

**DEFINITION:**

To engage in talking, texting, playing games, using the internet or taking pictures with a cell phone.

**POLICY:**

Employees may use their Hospital-issued cell phone for personal use as long as the phone is used primarily for business and the usage does not exceed the monthly fee that is paid by the Hospital.

All Hospital-issued telephones are the property of the Hospital. Employees will be required to reimburse the Hospital for loss, damage or failure to return an assigned cellular telephone if (1) the telephone is lost or damaged while in the employee’s care and the loss or damage is cause by the employee’s negligence; or (2) the telephone is not returned by the employee when required .

The use of a cellular telephone to transmit or receive inappropriate communication is strictly prohibited. Inappropriate communication includes, but is not limited to: illegal activity and discriminatory, sexual, harassing or otherwise unsuitable language and content, including text messages and photographs.

**PROCEDURE:**

Use of Cell/Camera phone during work, for other than Hospital business should be avoided. Personal calls should be limited to break and meal breaks. All employees are required to silence their cell/camera phones while they are working.

The Hospital is committed to promoting highway safety and employee safety by requiring the safe use of cellular telephones by its employees while they are on business. While the Hospital recognizes that from time to time there may be a need to use cellular telephones, safe driving must be your first priority. All employees must comply with all applicable laws that regulate the use of cell phones while driving.

An employee may make brief telephone calls while driving **ONLY** if the employee is using a hands-free device and **ONLY** if the call is time-sensitive and will be short. Employees should not dial while driving. If a call is going to be long, intense or involved, or if traffic conditions are poor, employees **MUST** park their vehicles before using cellular telephones.

Personal Use

If unforeseen circumstances develop where an employee must use their company issued cell phone to make personal calls, it is at their Department Head's discretion to ask for reimbursement.

Privacy Considerations

Please be aware of your surroundings when using a cellular telephone while conducting Hospital business. If you are in a public place, move away from others while talking and talk in a low voice or tell the party to whom you are speaking that you will call him or her back later. Where possible, keep your call to a minimum until you are able to find a private, more secure place to conduct your business.

Camera Phones

Please be aware that the use of the camera portion of the phone while on Hospital property, unless on Hospital business, is strictly prohibited. You may not take pictures of Hospital documents, equipment, employees or customers unless it is for approved Hospital business.

Discipline for Violations

Any employee who violates this policy or who uses a cellular telephone in an unapproved manner may be subject to discipline in accordance with the best interests of the Hospital. Generally, the type of disciplinary or corrective actions taken by the Hospital will be determined on an individual basis and will be in proportion to the nature of and circumstances surrounding the violation. Corrective actions may include oral warnings, written warnings, withdrawal of a Hospital-issued cellular telephone, and employee termination, in accordance with Performance Management Policy HR-311.

**REFERENCES:**

HR-311 Performance Management