



WEST CENTRAL ABILITIES INC.

Section: Human Resources Personnel Policies

Area: HR Management

Policy Title: Cellular Phone Policy

Approval Date: April 24, 2025

Review Date: April, 2030

Policy Statement:

In order to meet the needs of our clients, and promote a safe environment, the use of personal technology must never interfere in anyway with the care of our Participants. It is important to remember that using personal devices while in the presence of another person is rude. Texting or other use of personal technology while in the presence of a participant makes it clear that they do not have your full attention.

It is illegal to use hand-held cellphones to talk, text, email or surf the internet while driving. Therefore, employees transporting clients by motorized vehicle, shall not use in any capacity, personal technology while driving.

To promote and safeguard the privacy and confidential information of the Agency and the individuals who receive services.

Scope of Policy:

- All employees.
- This involves all West Central Abilities facilities, property, equipment and vehicles.

Procedure:

1. If an employee is in an accident associated with cellular phone or electronic device usage of any kind, any costs, fees, fines, etc. shall be solely the responsibility of the employee.
2. **Employee cell phones are not permitted in washrooms, therapy rooms, client bedrooms, in personal care rooms, etc. Employees will enforce privacy standards within client services**



3. Employees will not use their personal cell phones while on duty, at any Agency locations for personal reasons. The agency will not be responsible for costs associated with lost, stolen, damaged cell phones, etc. Personal cell phones must be turned off or silenced during working hours, unless strictly for business purposes, and will remain stored in the staff room or office
4. Headphones/earbuds etc. are not permitted at anytime while on shift.
5. Pictures of clients may be taken by means of personal cell phone cameras, i.e. at recreational and/or leisure activities. All photos of clients will be forwarded to management personnel for further use and will be deleted from an employee's cell phone after confirming pictures have been received.
6. An Emergency On Call cellular phone will be provided by the Agency to management personnel for Emergency On Call usage. Personal cell phones may be authorized for Emergency On Call purposes, using the call forwarding feature. Associated costs will not be covered by the Agency when choosing to use personal cell phones for Emergency On Call purposes.
7. The organization is dedicated to the enforcement of a no cell phone usage policy while at work for personal reasons, at all facilities.
8. Failure to comply will result in disciplinary measures, according to disciplinary policies and procedures.