



EPN EMPLOYEE CELL PHONE POLICY

Cell phones have become an integral part of everyone’s lives. We understand that they have become a productive way to communicate with family, friends, children, employees and company staff, however, we are also aware that they can become a distraction, as well as a violation of privacy for the clients we serve. In order to avoid any possible situation that involves using your phone when you are not supposed to be, we ask that you please leave your cell phone with your personal items and do not bring it onto the residential floor at any time.

Many facilities have already introduced a “No Cell Phone” use policy. We are now also introducing a No Cell Phone use policy at all facilities, as a company. It is imperative not to utilize your cell phone while working at a facility during working hours. You may leave your phone in your vehicle and use it before clocking in, during your breaks and after clocking out after work. For all family emergencies, please ensure your family has our company on call number which is 570-898-3452. You can also provide the facility phone number to your family for emergency use only.

This cell phone policy will be enforced. If we find that you are not adhering to this or any other company policy, you are subject to disciplinary action up to and including termination.

By signing below, you acknowledge that you have read and understand the EPN cell phone policy. Please contact Jennifer Lehman in Human Resources at 5708983298 if you have any further questions or concerns regarding this or any other company policy. Thank you!

Printed Name	Signature	Date
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