**Policy # FCSS-0086.15**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: PERSONAL CELL PHONES IN THE WORKPLACE**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: JUNE 8, 2015**

The use of personal cell phones at work is strongly discouraged. Cell phone abuse can often result in financial losses due to lower production, missed deadlines and neglect of job performance. As well the disruption from a loud cell phone ringing and personal conversations can be frustrating to clients, other employees, and lower overall morale in the workplace.

The use of personal cell phones should be limited to coffee and lunch breaks. Employees with families that may need to contact their loved ones in case of an emergency can call directly to the RCHHS/FCSS office if the situation cannot wait until one of the employee’s breaks.

As always be safe on the roads when traveling and wait until you are parked, or use a hands free device, before answering any personal or work related calls/texts.

Revised/Reviewed: ***May 30, 2019***

This policy shall be reviewed at the discretion of the Board but at least annually.