
TITLE	Personal Cell Phone Use Policy
POLICY NO:	2015-045

POLICY STATEMENT:

The purpose of this policy is to govern the usage of personal cell-phones and PDAs / BlackBerry devices in the workplace. Superior EMS is committed to providing a safe, healthy work environment and has instituted this policy to protect employee safety, minimize liability and protect company resources.

SCOPE:

All Staff/Volunteers

POLICY:

- Superior EMS prohibits the use of personal cell phones during regular work hours. Cell phones shall be turned off or set to silent or vibrate mode during regular work hours as both incoming and outgoing calls may disrupt normal workflow and present safety concerns.
- In the event that an employee is in violation of this policy, they may be subject to disciplinary action up to, and including termination depending on the severity and number of offences.

Safety

- Employees may become distracted from their work as a result of cell phone or PDA usage, and thereby increase the possibility of a workplace accident.
- If an employee is operating company equipment and receives a phone call on a cell phone or attempts to write an email / text message, their level of attention becomes severely diminished, and the possibility of injury to themselves and others becomes a very real and unacceptable threat.
- Cell phone and PDA usage is prohibited while operating motor vehicles. Driving while using cell phones and PDAs has been proven to greatly increase the risk of accidents, and many provinces, including Ontario, have responded by making their use while driving illegal.



Employees are strictly forbidden to make or receive business calls or text messages on a cell phone while operating a motor vehicle, whether that vehicle is personally-owned, company-owned or leased or rented by the company. This includes both company- and personally-owned cell phones. You may use a hands-free devices if you see fit.

- To make or receive calls:
 - Pull over and stop;
 - Use a hands-free device;
 - Allow a passenger to operate the phone;
 - Use voice mail and respond to the call at a safer time; or
 - Let someone else drive, freeing you up to make or receive calls.

Exceptions to this policy statement may be made in the case of the forthcoming birth of a child, family emergencies, such as an accident, vehicle failure, or other imminent danger. Nevertheless, drivers are required to pull over safely and park the motor vehicle before making a cell phone call.

Employees who choose to violate this policy will face disciplinary measures up to termination, or face legal responsibility if in the course and scope of their duties they are involved in a car accident and there is evidence that they were distracted because they were using their cell phone while driving, and the employer is sued.

- Pictures may not be taken on company property without prior explicit permission from senior management personnel to do so. The reason for this is because of the capability of taking pictures, and possibly storing confidential, company owned intellectual property.

Procedures for Proper Use

- Employees are encouraged to make any personal calls outside of regular work hours, or on established break periods, e.g. lunch, scheduled breaks.
- Employees should make friends and family members aware of this policy to deter them from making personal calls during regular work hours.
- Cell phones may create unnecessary distractions in the workplace, and should be used for business purposes only.
- Personal calls (whether made on a cell phone or not) during regular business hours are



prohibited, and may only be made in the event of a bona fide emergency involving a family member.

- Personal text messaging during regular business hours is strictly prohibited.
- Personal cell phones must be turned off or silenced during working hours, unless their use has been approved for business purposes.
- Employees are strictly prohibited from using cellular phone MP3 player capabilities, mobile internet access and video games during regular business hours.
- Superior EMS issued cell phones, and personally owned cell phones that are approved for business use must have professional ring-tones commensurate with their work duties.
- Employees are strictly prohibited from using personal cellular phones for the storage or removal of Superior EMS confidential business information through the use of cameras, or memory storage devices.
- Business performed using Superior EMS issued cell phones or approved personally owned cell phones outside of regularly scheduled work hours must be fully documented and submitted with billing information to the employee's direct supervisor.
- Superior EMS will not reimburse employees for any and all personal calls, text messages or internet activity made or received using a personally-owned cell phone that has been approved to conduct company business.
- Neither company- nor personally-owned cell phones intended for business use may be used to conduct illegal transactions, harassment, or any other unacceptable behaviour, as defined in Superior EMS's Code of Conduct and Harassment policies.

Date of Approval:	September 28, 2016
Date to be Reviewed:	September 28, 2018
Authority:	Chief of EMS Operations



EMS OPERATIONS DIVISION
www.superiormedics.com
info@superiormedics.com
705.253.3301