



## CELL PHONE AND ELECTRONIC DEVICES

**Mobile & Electronic Devices:** This policy outlines the use of personal electronic devices at work and safe use by employees while driving.

Sunshine Village recognizes that cell phones and other electronic devices are inherent in everyday life and can be beneficial tools for employees in their personal and work lives. While working, employees are expected to exercise the same discretion in using personal electronic devices as is expected for the use of company phones. Excessive personal calls and use of electronic devices during the workday, can interfere with employee productivity, can be distracting to others, and can create an unsafe environment which places clients at risk.

Employees are encouraged to limit personal calls, emails, and text messages while working, and to ensure that friends and family members are aware of Sunshine Village policy. Browsing the internet and social media, as well as playing games on phones or other devices is not considered appropriate while working. Employees will be expected to silence cell phones and electronic devices.

Sunshine Village will not be liable for the loss or damage of personal electronic devices brought into the workplace.

**Personal Use of Company Issued Electronic Devices:** Where job or business needs demand immediate access to an employee the company may issue an electronic device to an employee for work-related communications. Employees in possession of company equipment are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return or inspection.

**Safe Use of Electronic Devices:** All employees are expected to follow applicable state or federal laws or regulations regarding the use of electronic devices at all times.

Employees whose job responsibilities include regular or occasional driving and who are issued an electronic device for business use are expected to refrain from use while driving. Use of an electronic device while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or use hands-free operations, refrain from discussion of complicated or

emotional matters and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their electronic device while driving will be solely responsible for all liabilities that result from such actions.

Cell phones can be used to call a program site or administration or to call 911 in an situation where assistance is needed or one that is deemed to be an emergency.

**Video or Audio Recording Devices:** The use of camera phones or other audio or video recording capable devices within the company may constitute, invasion of our clients' personal privacy. Therefore, the use of camera or other video-capable recording devices within Sunshine Village meant to record our clients is strictly prohibited without the express prior permission of senior management and of the person(s) present at the time. ***Be advised that this policy does not exempt employees from activities deemed illegal by state and federal wiretapping laws, which make it a crime to engage in certain recording activities.***

**Special Responsibilities for Managerial Staff:** As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy will be subject to disciplinary action up to and including termination.