

PATHWAYS ABILITIES SOCIETY

POLICY: CELLPHONES AND MOBILE DEVICES

Applies to: All Personnel and Volunteers

Original Approval Date: April 28, 2003

Date Board Approved: September 23, 2024

Replaces Policy Dated: July 10, 2023

Board Member's Signature

PREAMBLE

This cellphone policy is designed to detail the society's attitude towards the use of personal mobile devices in the workplace. We recognize that mobile devices and smartphones have become an integral part of everybody's life and believe they may be a great asset in the workplace if used correctly. This policy clarifies the allowances and restrictions of personal mobile device use.

Unionized employees shall adhere to the current Collective Agreement for policies governing personal mobile device use. Where the Collective Agreement is silent, bargaining members shall refer to the contents of this policy. In situations where the directions of this policy cover issues also in the Collective Agreement, the Collective Agreement will be the final authority.

Despite their benefits, mobile devices may cause significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones.
- The time subtracted from actual working hours by the mundane use of mobile devices.
- Misuse of the company's internet connection.

The use of cellphones for voice calls, emails, texting and web searching can be a useful tool in the workplace, however it can also be a distraction that could cause significant risk in the work environment if not used properly.

POLICY

Employees must only use a cellular device in the workplace when it is safe to do so, regardless of whether it is for work or personal use.

Devices should never be used when other workers, individuals or members of the public are relying on you to perform a specific task.

Use should be in isolation of the individuals you are supporting, other co-workers or members of the public when at all possible.

Cellular use is strictly prohibited while operating vehicles or equipment of any kind.

Employees must comply with all laws related to mobile device use, including regulations regarding mobile device use while driving.

Staff are not permitted to take individual's pictures or pictures of documents without prior consent from the individual and confirmation that the individual has consented to their photo being taken, via their Community Consent and Support Form.

Employees must ensure that any work-related data accessed or stored on their personal devices is secured with passwords and encryption. The employer's confidential information must not be stored on personal devices without prior written authorization (letter/email/message).

The executive director or designate issues and/or arranges cellphones or mobile devices for staff.

Staff issued cellphones or mobile devices use to conduct Pathways' business unless permission has been obtained to use for personal usage as well.

Staff before going on vacation or on an extended leave must obtain written instruction (letter/email/message) from the executive director or designate to determine who should have the work cellphone during their absence.

Cellphones or other mobile devices owned by Pathways Abilities Society and issued to staff must be returned when the staff leaves Pathway's employment.

Pathways Abilities Society retains the right to monitor employees for excessive or inappropriate use of their mobile devices. Excessive is understood as any use greater than that permitted in this policy. In this regard, supervisors may further restrict that employee from using their mobile device(s) while onsite and during their work hours.

For an action that constitutes a breach of confidentiality or cause of an accident, the employee may face disciplinary action up to and including termination.

The employer is not responsible for the loss, theft or damage to a personal device of any employee.

Appropriate use during business hours includes:

- Brief conversations or texts with family members, caregivers or the individuals you are supporting.
- Checking weather, traffic, local events, policies and procedures, or google maps searches.

Playing games, watching TV shows or movies and checking social media is prohibited by all staff while on shift.

Staff who are required to use their devices during work time must ensure:

- Cellphones are set to vibrate and ringtones to silent.
- They speak quietly and remain calm.
- They Keep calls short.
- they Avoid offensive language.
- They do not use cellphone cameras (to protect everyone's privacy).

Personal cellphone use is prohibited under the following circumstances:

- During meetings, training sessions and events.
- When employees are interacting with supported individuals.
- In areas such as dining rooms or kitchens.
- While driving, except when a Bluetooth connection is available or when the driver is pulled over to the side of the road-
- Everywhere where it can present a safety hazard.

Personal devices must be kept out of sight. Cellphones can be stored with staff's personal belongings in handbags, backpacks or purses.