

## PATHWAYS ABILITIES SOCIETY

### **POLICY: CELLPHONES AND MOBILE DEVICES**

**Applies to:** All Personnel and Volunteers

Use of personal cellphones or mobile devices during work hours is prohibited unless it is for work purposes and pre-approved by a supervisor or manager or the employee is on break as outlined in the most recent collective agreement.

Bargaining unit employees and volunteers are prohibited from using a cellphone or mobile device including a Bluetooth or hands free device while operating a motor vehicle during work/volunteer hours regardless of whether or not they are transporting a person who receives service from Pathways.

An employee or volunteer who uses a cellphone or mobile device while operating a motor vehicle during work/volunteer hours or outside the parameter outlined above will be subject to discipline.

Staff are not permitted to take individual's pictures or pictures of documents without prior approval from their immediate supervisor or manager.

Cellphones or other mobile devices owned by Pathways Abilities Society must be given to the executive director or designate when the staff takes vacation and/or is required to be used at a specific service site.

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

#### Effective/Revision Date

April 28, 2003  
March 27, 2006  
September 17, 2007  
November 29, 2010  
September 12, 2011  
March 4, 2013  
November 19, 2018  
September 23, 2019

#### Board Approved

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