

CELLULAR PHONE/PDA POLICY 2.57

I. PURPOSE

While at work employees are expected to exercise the same discretion in using personal cellular phones and PDA's (personal digital assistant) as is expected for the use of company phones. This policy applies to both incoming and outgoing cellular calls. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that family members and friends are aware of Allied Services policy.

II. STATEMENT OF POLICY

While it is unreasonable to ban cell phones in the workplace, Allied Services is committed to maintaining employee productivity, minimizing interruptions and protecting the privacy of its employees, patients, residents, clients, consumers and visitors.

A. USE OF CELL PHONES WHILE AT WORK

Cellular phones must be turned off or set to silent or vibrate mode during work hours so as not to disrupt the work environment.

Unless otherwise authorized, employees may only use personal cell phones for an emergency. Employees may also use cell phones while on an authorized break or lunch period. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may be subject to disciplinary action per Allied policy.

B. ADDITIONAL CELL PHONE FUNCTIONS AND SERVICES

In addition to telephone service, many cell phone or cellular providers offer a host of additional functions and/or services, including text messaging, email, web surfing, and digital photography. It is not possible to list all of the services that are now or may become available. Employees are expected to act reasonably and not use functions/services that distract them, coworkers, or take them away from their job duties.

The use of camera phones, PDA's or other audio and video recording capable devices on Allied premises may constitute not only an invasion of employees' personal privacy, but may breach confidentiality of Allied protected information.

Therefore, the use of camera or other video-capable recording devices within Allied Services is prohibited without the express prior permission of your department director and of the person present at the time. The prohibition is specifically applicable to restrooms, exercise areas and locker rooms.

While Allied does not wish to unreasonably constrain the use of such devices, Allied has a fundamental responsibility to ensure that they are used in a reasonable manner and to ensure the privacy of its employees, patients, clients, residents and visitors and the integrity of its proprietary information.

C. ENFORCEMENT

As with any policy, management is expected to serve as role models for proper compliance with the provisions above and encouraged to regularly remind employees of their responsibilities in complying with this policy.

Violations of this policy may result in discipline, up to and including termination of employment according to Allied's Discipline and Discharge Policy.