

Phone Usage Policy

1. Rationale or background to policy:

CPLF recognizes that phones are an integral part of everyday life however phone usage may also cause problems when used imprudently or excessively.

2. Policy Statement:

CPLF allows employees the use of phones for personal use and business use, however these calls/text absolutely need to be kept to a minimal duration and frequency to not significantly compromise the support of the individual.

3. Procedures: Guidance in support of day-to-day decisions

Employees who use their phones excessively may:

- Get distracted from work which can be a safety issue and when supporting an individual, the individual may feel ignored, lonely and anxious.
- Disturb colleagues by speaking on their phones.

CPLF expects employees to use their phones prudently during working hours. Employees are allowed to use their phones:

- To make business calls.
- To use productivity apps for work purposes.
- To check important messages.
- To make brief personal calls when needed. Using your cell phone when working with an individual for private conversation is not encouraged. The individual must be your priority.
- Employees can use their phones during breaks or at lunch hour.

CPLF retains the right to monitor employees for excessive or inappropriate use of their cell phones. Employees may face disciplinary action up to and including termination, in cases when they:

- Violate confidentiality.
- Cause an accident by recklessly using their phones.