

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.

Effective/Revision Date

April 28, 2003
March 27, 2006
September 17, 2007
November 29, 2010
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Board Approved

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