

SUBJECT: Cell Phone Usage and Personal Calls	REFERENCE #
DEPARTMENT: TOHONO O'ODHAM NATION HEALTH CARE - ADMINISTRATIVE POLICIES AND PROCEDURES	PAGE: 1 OF: 2
	EFFECTIVE: 12/28/2017
APPROVED BY: Administrative Manual	REVISED:

I. POLICY:

Tohono O'odham Nation Health Care (TONHC) employees shall limit the use of personal cell phones to breaks and lunch times; use of the organization's telephones primarily for its intended purpose.

II. PURPOSE:

The purpose of this policy is to protect the organization, its employees and patients, to avoid potential privacy breaches, remove a potential distraction and improve the quality of patient care. The focus is on ensuring patients get the best care possible.

III. PROCEDURE:

- A. Employees should turn off ringers or change ringers to "mute" or "vibrate" on their personal cells phones during duty time, training, conferences and the like; when meeting with clients or serving customers; and if an employee shares a workspace with others.
- B. The use of cameras on cell phones during work time is prohibited.
- C. Employees may use personal cell phones during breaks or lunch time as well as away from co-workers in non-work related areas.
- D. Employees are prohibited from using their cell phones in any illegal, illicit or offensive manner and may not be used to defame, harass, intimidate, or threaten any other person.
- E. Personal cell phones generally are not to be used for business-related purposes and employee cell phone numbers are not to be given to patients.
- F. Employees may instruct personal contacts to call the main switchboard or other land lines **ONLY** in emergencies needing immediate response.
- G. Excessive amounts of employee telephone calls for personal non-emergency reasons are not acceptable as they may adversely affect the employee's productivity and disturb others.
- H. Cell phones owned by the TONHC and issued to employees are to be used for work-related purposes.
- I. Employees should never give out work phone numbers as their own.

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J. Failure to follow this policy may result in disciplinary action, including and up to termination.

Special Responsibilities for Managerial Staff: *As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.*