



## Technology Cell Phone/Electronic Device Policy

Implemented: December 20, 2012

Amended: ~~January 12, 202~~

Approved: ~~January 15, 202~~

Deleted: September 10, 2019

Deleted: September 13, 2019

### Policy

Shuswap Association for Community Living requires safety first when applying cell phone and/or electronic device usage to company business. Agency cell phones are provided to the program service areas or individuals deemed necessary by Management on a case-to-case basis. Staff members who have obtained permission from their Services Managers, may carry their personal cell phones for business related emergency calls only. Personal calls are restricted on business time.

**Business Related Emergency Calls Consist of:** Any emergency that involves a death, serious injury, or illness, violent or potentially violent situation, or an interruption to essential services to Persons Supported, or any situation where the Health & Safety of a Person Supported must immediately contact the Emergency Cell Phone for direction.

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### Procedure:

#### Use of Personal Cell Phones

- ❖ While at work, employees must exercise the same discretion in using personal cell phones as for the use of company telephones. Personal calls during work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others, and are not permitted.
- ❖ Personal Cell phones are not to be carried on the job without specific permission from management.
- ❖ All employees are expected to restrict personal communications to hours that they are not providing services for SACL, unless it is an emergency.
- ❖ Use of a personal cell phone for business purposes without express consent from Management, or use of any phone to conduct personal conversations that are not of an emergency nature during a staff members shift at SACL may face disciplinary action as outlined in the Progressive Discipline Policy.
- ❖ SACL will not be liable for the loss or damage of personal cell phones brought into the workplace.

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### Personal Use of Company-Provided Cell Phones

- ❖ Where job or business needs demand immediate or constant employee access, a business cell phone may be provided as determined by Management.
- ❖ Company provided cell phones will be audited on a monthly basis.
- ❖ Use of personal cell phones is not permitted for business use unless specifically approved by management.
- ❖ If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their Services Manager. Failure to report such use may result in disciplinary action as outlined in the Progressive Discipline Policy.
- ❖ Employees in possession of company cell phones are expected to protect the equipment from loss, damage or theft.
- ❖ Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

### Cell Phones and Driving

***For Class 5 drivers only – Class 7 drivers are strictly prohibited from using any electronic device (Including GPS or connecting via blue tooth for media) at any time while operating a vehicle.***

- ❖ Employees whose job responsibilities include driving and who must use a cell phone for business use are expected to **refrain from using their phone or any other electronic device while driving as stated in provincial law.** Allow voice mail or your passenger to handle calls when driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic. Employees are required to pull off to the side of the road, safely stop, and ensure the vehicle is in 'park' before placing or accepting a call.

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### Use of GPS on Cell Phones

***Use of cell phones when driving is strictly prohibited in accordance with BC Distracted Driving laws. However it is permissible to access the GPS function on your phone if the following conditions are strictly observed:***

- ❖ ***Your phone must be in your pocket or secured to the dashboard or vent to comply with BC Distracted Driving laws.***
- ❖ ***The phone must not interfere with safety or operation of the vehicle in any way (not blocking your view of the road)***

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- ❖ ~~GPS features must be programed PRIOR to driving your vehicle. You must not input data while driving.~~
- ❖ ~~Staff wishing to use a dash mount for the GPS function on their phone can purchase one (at own expense) at any local electronics store.~~
- ❖ ~~Phones should be mounted so that the driver only has to glance slightly down to see the GPS system.~~
- ❖ ~~Staff are responsible for any fines issued for non-compliance with this policy~~

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Anyone who has been reported to be in violation of this provincial law will be subject to the progressive disciplinary process, up to and including dismissal.

### BC Legislature (Motor Vehicle Act – Part 3.1) States:

An Electronic Device is considered; any hand-held cellular telephone or other hand held electronic device that includes a telephone function, is capable of transmitting or receiving electronic mail or text-based messages.

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Use of an Electronic Device is considered; holding, operating, communicating orally or by means of the device's functions with another person or device or taking another action that is set out in the regulations by means of, with, or in relation to an electronic device.

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A person must not use an electronic device (including communicating by means of an electronic device with another person or another device, by electronic mail or other text-based messages, nor playing games) while driving or operating a motor vehicle.

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### Certain Permitted Activities

**A person may use an electronic device or listen to sound from a hand-held audio player in a "hands-free" telephone functions while driving if;**

- ❖ The vehicle is safely parked off the roadway or lawfully parked without impending traffic,
- ❖ To call or send a message to a police force, fire department or ambulance service about an emergency, or;
- ❖ If the electronic device is configured and equipped to allow hands-free use in a telephone function, is used in a hands-free manner and is used in accordance with applicable regulations

**Note: Manual dialing is prohibited and considered texting**