FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **TELEPHONE & CELL PHONE**		POLICY NO: HR-035
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: TELEPHONE & CEL PHONE HR03-470
	DATE Reviewed: March 16, 2022	RELATED DOCUMENTS:
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: Family Visions Employees	

POLICY:
To ensure responsible use of agency telephones.

PROCEDURE:
Residential telephones are for agency business and personal use of the Supported Individuals. Calls by staff of a personal nature shall be brief. Personal incoming calls to employees shall be discouraged.

Under no circumstances should staff have personal long distance charges on the resident's telephone. If for any reason such calls exist, staff shall be responsible to pay for charges.

It is the responsibility of the employee to keep their phone in a secure place while working. Personal cel phone use is to be discrete and encouraged to be used only in emergencies or for agency business when necessary. Ie. prioritize the Supported Individual in all settings

Agency cell phones are to be charged and on at all times.

Employees must abide by the provincial laws when using cell phones.

Any exceptions to this policy would need written approval from the Executive Director/designate.