

# Anthony Medical & Chiropractic

<b>SUBJECT:</b> CELL PHONES & Smart Devices	<b>Effective:</b> Immediately
<b>POLICY NUMBER:</b> AMC-1.2004	<b>Review Date:</b> 3-1-2021
<b>PREPARED BY:</b> Human Resources	<b>Revision Date:</b>

**CLASSIFICATION:** All Employees of Anthony Medical & Chiropractic

**POLICY:**

This policy has been created to state the company position regarding Cell Phone & Smart Devices usage at work.

**OBJECTIVE:**

The purpose of this policy is to establish our position regarding the appropriate usage of cell phones & smart devices during the workday during an employee's assigned work time.

**ASSIGNMENT:**

For all departments within Anthony Medical & Chiropractic, including clinical, clerical, and administrative positions to maintain operational efficiencies at a high level of functionality.

**SCOPE OF POLICY:**

1. Cell phones & smart device usage is unauthorized during assigned work hours for defined departments at Anthony Medical & Chiropractic.
2. Defined Departments authorized to use cell phone and smart devices for work-related activities are: Marketing, Doctors, Nurse Practitioners, Managers, Assistant Mangers, Human Resources, and Executive Directors.
3. Posting on social medias, emailing, and non-work-related texting is prohibited.
4. The use of any smart device, such as a watch or pad/tablet are also prohibited by defined departments at Anthony Medical & Chiropractic.
5. Cell phones may be used prior to clocking in for a shift, during assigned breaks, and after work hours are completed.
6. Cell phones & smart devices are not to be used in the view of any patient.
7. Cell phones are not to be kept on the work station, on the employee's desk, or in the general view of patients
8. Smart watches are to be placed on do-not-disturb during work hours.
9. Failure to follow the cell phone policy can lead to corrective action up to and includes termination.
10. Any questions regarding this policy can be directed to your manager or Human Resources.