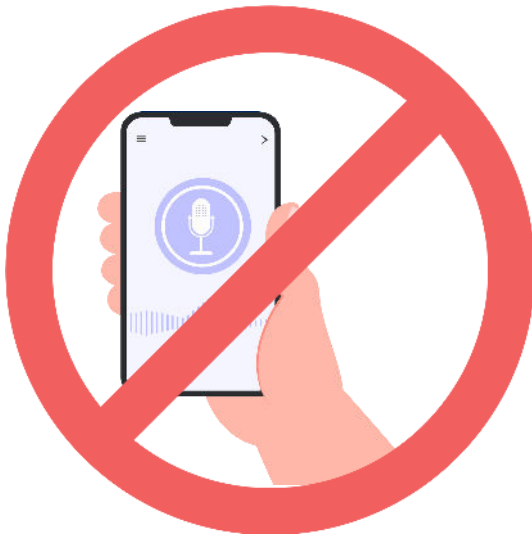


# Cell phone use and recording

**MANY OF US HAVE A CELL PHONE AND MANY OF US USE OUR CELL PHONES FOR A NUMBER OF REASONS, SUCH AS A CONNECTION TO FRIENDS AND FAMILY, FOR WORK, FOR ENTERTAINMENT, FOR SHOPPING, OR FOR PHOTOGRAPHY.**



It's important to recall two policies CLO has in terms of cell phone use for both personal or an agency provided cell phone. Policies P-44 and P-47 have some important points to remember. We encourage you to review the policies as a whole with your teams and if you have any questions, to talk to your direct supervisor. Thank you for your support in following our agency policies while providing the best care to our consumers and supporting you in your work!

## **Policy #P-44: Cellular Phone Usage**

"Due to the nature of our work, direct care staff must ensure the needs of the consumers and the agency are being attended to at all times. Personal cell phones are required to be silent while on duty (including trainings). Personal use of cell phones for incoming and outgoing calls, texting, surfing the internet, receiving or responding to emails and/or checking for phone messages except in true personal emergencies interferes with patient care and is disruptive to the daily operations of the site. This could be considered neglect and may lead to disciplinary action up to and including discharge."

"Cell phone cameras should not be used to photograph or record consumers in any way."

## **Policy #P-47: Recording of Workplace Conversations: Unauthorized recording of workplace conversations is prohibited.**

"CLO prohibits the recording of any workplace conversations without the written consent of the Executive Director."

"Any employee recording workplace conversations through any media without the written consent of the Executive Director will receive disciplinary action up to and including discharge."

# HOW BIG IS THE PROBLEM?

Smart phones are now being regarded as a workplace distraction by a majority of employers, and are considered a major reason employee productivity declines. In a medical practice, this could mean the loss of health and lives.



**82%**

of employees keep their phones 'within eye contact'



**55%**

of workplace distractions are caused by cell phones

**28%**

increase in work-related mistakes after phone call

**2+**

work hours lost every day due to personal cell phone usage

**94%**

workers in the US own smartphones



**110**

messages exchanged between 18-24 year olds per day on average