



12.1 CELL PHONE AND TEXTING POLICY

The LADD Cell Phone and Texting Policy provides guidance to employees so they understand their responsibility in meeting the needs of the people we support at all times, and do not receive/respond to extensive personal non-emergency calls/texting and accessing applications or the internet while at work using their cell phone or personal electronic device.

An employee's primary duty while on shift is the safety and well-being of the people served. Cell/telephone calls, texting, messaging, emailing, and/or internet use or the use of any other electronic devices must not interfere with the support, care and safety of the people supported. The use of all headsets, Bluetooth devices, or any other devices that may limit or impair hearing is a safety risk and is therefore prohibited.

The Standards and Definitions portion of this policy specify several situations, scenarios and examples that must be followed at all times.

Devices for taking pictures and/or recordings of people supported and/or capturing any information is prohibited by employees to ensure HIPAA compliance. Therefore, taking pictures and/or recordings of the people supported with cell phones or any other device is prohibited. In addition, taking pictures and/or recordings of work papers, confidential information and records of any kind is strictly prohibited. Violations may result in separation from employment.

[Click Here to View the Cell Phone and Texting Policy](#)

LADD
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