

		Policy Number: ER-002
Subject:	Equipment / Electronic Devices policy	
Section:	Employee Relations	
Effective Date: 11/15/10	Review Date: 04/02/2015	
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<input type="checkbox"/> New Policy	<input type="checkbox"/> Supersedes Policy Dated: 02/27/2012	
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initials: _____	
Distribution:	ALL ADMINISTRATIVE POLICY & PROCEDURE MANUAL HOLDERS	

PURPOSE

This policy outlines employees responsibilities for the use and care of all Family Focus Properties supplied to them. This policy also outlines the use of personal electronic devices at work and the safe use of Family Focus electronic devices by employees while driving.

PROCEDURE

Employees in possession of Family Focus equipment such as electronic devices are expected to protect the equipment from loss, damage or theft and all equipment is to be used for business only. Upon hire an Equipment Agreement will be signed agreeing that Family Focus Inc will be reimbursed for any equipment or curriculum lost, damaged or not returned at resignation or termination

ELECTRONIC DEVICES USAGE

While at work employees are expected to exercise the same discretion in using personal electronic devices as is expected for the use of company electronic devices. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls on non-work time when possible.

Excessive usage of data on any electronic device by an employee for any reason is unacceptable. Employees will be responsible to reimburse Family Focus Inc. for any fees incurred due to over usage of data on electronic devices; this includes but not limited to, the use of cell phones as a wireless provider or "hot spots" for others. Excessive usage of data may begin the Performance Improvement process.

Electronic devices shall be turned off or set to silent or vibrate mode during meetings, conferences and in other locations where incoming calls may disrupt normal workflow.

Because safety comes first, it is Family Focus's policy that use of any electronic devices while driving is prohibited. Employees whose job responsibilities include regular or occasional driving and who are issued electronic devices for business use are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

Employees who are charged with traffic violations resulting from the use of their electronic devices while driving will be solely responsible for all liabilities that result from such actions.

