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Author HR System Committee
Area Human Resources
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References Annual Policy, Courier, NEO Contracts, Orientation, System Administration, System Wide

Use of Personal / Company Provided Electronic Device Policy (System)

PURPOSE:

For the privacy of patients, clients, staff, volunteers and visitors, this policy outlines the use of personal electronics devices including, but not limited to, cell phones, tablets, and laptops while at work and the safe use of electronics while driving.

SCOPE (STAKEHOLDERS):

All Aspirus Business Unit Employees, contracted service employees and independent practitioners

PROVISIONS:

I. Personal Electronic Devices

- A. 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.
- B. Cell phone ring volume should be set to 'silent' or 'vibrate' mode during work time.
- C. Personal calls, texting, etc. during the workday, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees should make every attempt

- to make or return any personal communications on non-work time.
- D. The use of any electronic device for personal use while doing patient care is strictly prohibited.
 - E. Aspirus will not be liable for the loss of personal electronic devices brought into the workplace.

II. Personal Use of Company-Provided Cellular Phones/Laptop/tablet

Where job or business needs demand immediate access to an employee, the company may issue a business cell phone or laptop/tablet to an employee for work-related communications.

Employees in possession of company equipment are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the equipment.

Aspirus has the right, at any time, to monitor and preserve any communications that use the Aspirus networks in any way, including data, voice mail, telephone logs, Internet use and network traffic, to determine proper use.

III. Safety Issues for Cellular Phone Use

- A. All employees are expected to follow applicable State and Federal laws or regulations regarding the use of cell phones at all times. Note that laws may be different by jurisdiction.
- B. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Use of a cell phone while driving is not required by Aspirus.
Safety must come before all other concerns. Regardless of circumstances, including slow or stopped traffic, it is strongly recommended that employees pull off to the side of the road and safely stop the vehicle before placing or accepting a call or using hands-free operations.
- C. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

IV. Video or Audio Recording Devices

Under no circumstances does Aspirus or its representatives consent to video or audio recording of work related matters on personal or company provided devices.

- A. Electronic devices are never to be used to record images of any patient or client or their personal protected health information. Exceptions must be approved by the Aspirus Information Security Officer.
- B. The use of camera phones, tablets or other audio or video recording capable devices within the company, may constitute not only an invasion of privacy, but may breach confidentiality of Aspirus protected information.
- C. Audio or video recording capable devices are not to be used in locker rooms or patient rooms for any purpose, regardless of their ability to capture still or video pictures.
- D. Aspirus business or education events may be recorded with a disclaimer at the beginning of the event. For example annual Open Enrollment Benefit meetings, New Hire Orientation, Timekeeping trainings, and Management Forums.

V. Special Responsibilities for Managerial Staff

As with any policy, management staff are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

VI. Violations of this policy will be subject to the corrective action process, including termination (see Aspirus Corrective Action policy). Any questions regarding this policy should be discussed with department leadership or the Human Resources designee.

REFERENCES

Code of Conduct

Confidentiality Policy

Corporate Compliance Policy

Corrective Action Policy

Disclosure of Health Information

Internet, E-mail, and Voicemail Use Policy

COPY

Approval Signatures

Step Description

Approver

Date

Jessie Hlad: POLICIES &
PROCEDURES
ADMINISTRATOR

06/2021