

Revision to Cell Phone Policy: Effective 8/1/2016

“Minnesota law and Lifeworks policy state that there is no mobile phone usage while driving Lifeworks vehicles including making or taking calls, checking voicemail, email or text messaging. If you absolutely need to take or make a call, pull over and stop in a safe place. Lifeworks expects all employees to observe good safety habits when using mobile phones in their personal vehicles. **All use of mobile phones while operating personal vehicles for Lifeworks business is prohibited unless use is through hands-free voice-activated technology, Bluetooth wireless car systems, or mobile phone headsets. It is not acceptable use to touch your mobile phone to initiate or answer a call while operating a personal vehicle for Lifeworks business.**”

Employees must also use discretion in where and when they have conversations, answer e-mails, or text message, particularly if the information is sensitive or should remain confidential. If taking pictures of clients, see HIPPA Privacy regulations and guidelines. See also the Information Technology Acceptable Use Policy.

(Highlighting denotes change to core employee handbook.)