

## Cell Phone and Mobile Device Usage Policy

July 9, 2018



MagMutual strives to ensure your healthcare organization has the business policies it needs. These policies help to keep employees informed while protecting your organizations from some of the risks you face as a business. Below you will find a link to download the policy, as well as the complete policy for your review. This policy is meant for general use and may not cover all the specific needs of your organization. Please contact us with any questions you may have.

[Download this policy here.](#) [1]

**{INSERT PRACTICE NAME}**

### **Cell Phone and Mobile Device Usage Policy:**

#### **Work-Related Use of Cell Phones and Other Mobile Devices While Driving Prohibited**

##### *Purpose*

Employees often use cell phones (or similar hand-held mobile devices) for work-related communications, including telephone calls, texts, and emails.

Reliable statistics consistently show that using a cell phone or other mobile device while driving is extremely dangerous and a major cause of motor vehicle accidents. **{INSERT PRACTICE NAME}** is implementing this policy because it is concerned for your safety and for the safety of other drivers and pedestrians.

### *Policy*

Effective immediately, all **{INSERT PRACTICE NAME}** employees are prohibited from using cell phones or other hand-held mobile devices for work-related matters while driving.

If you need to make a work-related telephone call or send a work-related text or email while you are driving, you must wait to do so until you have pulled over and stopped the vehicle. If you receive a work-related call while driving, you must ask the caller to wait until you can pull over safely and stop the vehicle. If you are unable to pull over safely, you must tell the caller that you will call him or her back when it is safe to do so.

In addition to complying with this policy, employees are responsible for understanding and complying with applicable state laws regarding cell phone and other mobile device usage while driving.

Employees who violate this policy may be subject to disciplinary action.

### *Acknowledgement*

I acknowledge that, on the date listed below, I received and reviewed the above **{INSERT PRACTICE NAME}** Cell Phone and Mobile Device Usage Policy. I understand the policy, and I agree to comply with it. I understand that **{INSERT PRACTICE NAME}** has the maximum discretion permitted by law to interpret, administer, change, or modify this policy at any time, with or without notice.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Name, Printed)

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on how to use the information provided rests solely with you, the PolicyOwner.

**Source URL:** <https://www.magmutual.com/learning/article/cell-phone-and-mobile-device-usage-policy>

**Links**

[1]  
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