**Computer and Cell Phone Policy A**

**XYZ EYE SPECIALISTS**

**POLICY AND PROCEDURE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ XYZ Eye Specialists Effective Date: March 1, 20XX

**SUBJECT:** Computer and Cell Phone Policy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval:** Clinical Supervisor

 Support services Lead

 Practice Manager

 **POLICY:** To provide the tools necessary to carry out job responsibilities.

**PROCEDURE:** Employees of the ophthalmology department are given access to the XYZ computer network for the sole purpose of performing their jobs. Sending personal e-mails or accessing the internet for any purpose unrelated to the job is considered unacceptable. Anyone found to be in violation of the computer/internet policy will receive a verbal and/or written warning.

Office phones are to be used for business and emergency purposes only. Please make sure that family members, day care providers, etc. have the employee back line number (123-456-7890) so that they may reach you in an emergency.

Cell phones are for personal use and **should not be accessed during the workday**. Please store them in your locker, purse or jacket, not in your pocket or at your workspace. Cell phone usage, including texting, is acceptable only when an employee is clocked out for lunch or on a break and away from patient flow. If an employee feels the need to have their cell phone available for a special circumstance, approval should be received from their supervisor.

XYZ expects all employees to maintain a high level of performance and conduct in order to achieve goals and meet operational needs. Therefore, the above policies will be strictly enforced. XYZ has established guidelines for the purpose of managing performance and conduct issues, which may consist of verbal and/or written warnings.