

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

TITLE/DESCRIPTION: **Cell Phone Use**

EFFECTIVE DATE:
September 24, 2012

APPLIES TO:
ALL EMPLOYEES

APPROVED BY:
ACMC BOARD

POLICY:

- ACMC designates all ACMC vehicles and employee vehicles as a text free zone during working time per OSHA guidelines.
- Employees should not use their cell phones for calling or texting while working unless you are a hospital approved cell phone carrier.
- Employees should not make or receive personal cell phone calls or text while driving on company business whether driving a personal or ACMC vehicle.
- If you are on call for the hospital and must have your cell phone on, please do not answer until you are able to pull over safely and then return the call. **DO NOT ANSWER WHILE DRIVING.**
- Hands free, voice dial, and other such options should be used if available.
- Arkansas State Law Act 37 as of Oct 1, 2012 prohibits any Cell phone use in School Zones and any Construction Zone for both calling and texting. All ACMC employees are to strictly follow the Act 37 while on ACMC business.