

Cornerstone Behavioral Healthcare

PM.30 Administrative Phone Use Policy

Company policy prohibits personal use of phones, including cell phones or similar devices during work hours, which includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to e-mail, checking for phone messages, playing music or any other media, or any other purpose. In case of an emergency that requires immediate attention, staff can make or receive a call through Cornerstone's phone line.

Company business phones are company property, provided to facilitate and support company business. In case of an emergency that requires immediate attention, the company phone may be used.

Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.



04/11/2023

CEO

Date