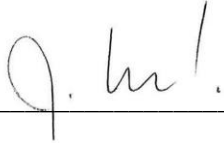


Leamington Mennonite Home  
Long Term Care

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Personnel	<b>SUBJECT:</b> Technology Use	<b>SECTION:</b> T
<b>DATE:</b> June 2010	<b>Administrator:</b> 	<b>POLICY:</b> 4
<b>REVISION DATES:</b> October 2014, July 2020		

**TECHNOLOGY USE**

**POLICY:**

Personal use of phones and devices during work hours is prohibited. Personal phones and devices may be used for work purposes if desired (ex. Taking photos of events or activities, communicating with supervisors, etc.). Employees should restrict all personal calls and messages during work time and should use personal cell phones only during scheduled breaks or lunch periods, and then, only in non-working areas.

This policy applies to all work hours, all shifts and includes Saturdays, Sundays, and statutory holidays. LMH is not responsible or liable for the loss of any cell phones brought onto LMH premises. Discipline for violations of this policy will follow the LMH practice of progressive discipline.

**PROCEDURE:**

**Phone/Device Use**

- Personal calls, both incoming and outgoing, should only be made during non-work time and employees should ensure that their friends and family are aware of this policy. Exceptions may be made in the case of an emergency.
- Staff are not permitted to take photos or videos of residents, visitors, staff, etc. for personal or social media use under any circumstances.
- The LMH phone number (519-326-6109) should only be given out as a secondary emergency contact. Anyone calling our office for a staff member for a non-emergency will be directed to call the staff member's personal phone number. LMH will under no circumstances release personal phone numbers or contact information for staff.

**Social Media**

- Staff will maintain the Home's positive reputation on social media. Staff will not use

social media to speak negatively about the Home or any of its residents, visitors, staff, volunteers, etc.

- Staff will maintain professional boundaries in the use of social media and will not accept friend/follow/etc. requests from residents or resident families, which is a violation of the LMH Confidentiality Policy & Procedure. It is important to protect the privacy of LMH residents, protect the integrity of the employee and LMH. LMH staff will be held accountable for actions taken and for all communications made that violate this policy.