

Cell phone use & smoking guidelines

**Cell Phone Use**

Use of cell phones is prohibited during work hours with the exception of scheduled fifteen (15) minute breaks and lunch breaks. All emergency contacts to the employees can be accomplished by calls to the main work numbers at the store or rehabilitation center. Cell phone usage includes texting and headphone/headset usage.

**Smoking**

During scheduled work time, smoking will be permitted in designated smoking areas during regularly scheduled fifteen (15) minute breaks and lunch breaks only.

***Failure to comply with these procedures will result in disciplinary action.***

I have read the cell phone use and smoking guidelines and agree to follow the outlined procedures.

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

Employee Signature Employee Printed Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date