



**BROADWAY**  
D E N T A L   L A B

## Cell Phone and Electronic Device Policy

### ***Personal Cellphone Use***

While at work employees are expected to exercise the same discretion in using personal cell phones or other mobile devices as is expected for the use of Company phones.

Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Personal calls, texts, or other cell phone usage during the work day, unless on break, is not permitted. Flexibility will be provided in circumstances demanding immediate attention or in the case of an emergency.

Text messaging, emailing, playing games, using social media, or perform any other forms of non-work related tasks with electronic devices is also considered cellphone use and is not allowed at work during company time. Employees should be focused on business related tasks during working hours and should, therefore, only communicate with friends and family via text message, email, or phone calls during non-work hours (before/after work, during meal and break periods). Employees are asked to ensure that friends and family members are aware of this policy.

### ***Video or Audio Recording Devices***

The use of camera phones, PDAs, or other audio or video recording capable devices within the company may constitute an invasion of employees' personal privacy and may breach the confidentiality of Broadway Dental Lab's trade secrets or other protected information. Therefore, the use of camera or other video recording capable devices on company premises is prohibited without the express permission of senior management and of any person(s) present at the time.

### ***Consequences for Violators***

Employees violating this policy will be subject to discipline, up to and including termination.

### ***Employee Acknowledgement***

The undersigned employee hereby acknowledges that he or she has received, read, and understands the foregoing Cell Phone and Electronic Device Policy.

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Printed Name

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Employee Signature

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Date