

***SPORTS MEDICINE, INC.***

**Procedure: Personal Use of Phones/Cell phones, Smart Phones, Computers and Pads**

Personal phones will be turned off or silenced when on active duty at OPT or TBS.

You may use your personal data device for research, scheduling and protocols at your discretion, during work hours, if this pertains to your job.

You may use your personal data devices during lunch.

If you do not follow the above procedures regarding cell phones the following will apply:

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Management will take the phone for the day

3<sup>rd</sup> Offense: Must drop off the phone at Management's office for the work day.

Written:

Approved:

Reviewed/Revised: 1/2019

Signature: 

Date Signed: 5/20/19

Reviewed/Revised:

Signature:

Date Signed:

Reviewed/Revised:

Signature:

Date Signed: