



Saint Marys Location

CELL PHONE USE POLICY

Effective as of 27 July 2011

Cell phone use by Elcam employees during work hours (with the exception of designated breaks as outlined in the Elcam, Inc. Employee Handbook) is strictly prohibited.

Texting does not promote positive and productive relationships between Elcam Staff and employees and can no longer be tolerated.

Elcam employees will be issued a **written warning** if anyone violates the policy. Three written warnings for any reason, to include violation of the cell phone use policy, will result in termination of employment for Elcam employees.

Thank you.

Peter A. Largey

Executive Director of Elcam, Inc.