

<p style="text-align: center;">STANTON TERRITORIAL HEALTH AUTHORITY POLICY/PROCEDURE</p> <p>SUBJECT: Personal Electronic Devices</p> <p>CATEGORY: Communication</p>	<p>PAGE NUMBER: 1 of 2</p> <p>DISTRIBUTION:</p>
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This policy provides the guidelines for the use of Personal Electronic Devices (PED) by employees, students and contract workers in the workplace, in order to ensure a therapeutic treatment environment.

SPECIAL POINTS:

Employees shall not text or manipulate their PEDs while working.

DEFINITIONS:

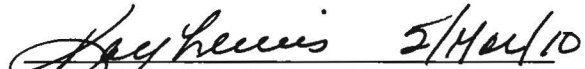
Personal Electronic Devices include, but are not limited to: cell phones, Personal Digital Assistants (PDA) such as Palm Pilots; wireless PDA/telecommunications, Blackberry, any camera or video camera, any personal sound recording devices (e.g. digital voice recorders, iPods, etc.); personal entertainment devices such as CD/MP3/iPod players and miniature TVs; any form of listening device that may be used for eavesdropping.

POLICY:

1. The use of PEDs by Stanton Territorial Health Authority (STHA) staff is prohibited during work hours.
2. Employees may use PEDs during lunch or break periods.
3. No camera functions may be used during work hours.
4. PED's are to be stored in silent mode during work hours.
5. PEDs are valuable electronic devices. The security and storage of these items is the sole responsibility of the owner/user. Stanton assumes no responsibility for the safety, security, loss, repair, or replacement of PEDs.
6. PEDs may be used for information retrieval (CPS, Merck Manual) only if deemed pertinent for the job and approved by the Manager.
7. Only PEDs owned by the GNWT may access GNWT services and infrastructure (email, PCs, network).
8. The user is responsible for lost or damaged GNWT owned PEDs.

PEDs owned or authorized by the hospital and issued to employees may be used for business purposes or other use consistent with the GNWT Human Resources policy 6003.08.10 Informatics Policy Council, Mobile Handheld Devices.

Reviewed and approved by:


Chief Executive Officer (signed and date)

Reviewed and approved by:


Chairperson of CPAC (signed and date)