



KAISER PERMANENTE

PERSONAL PHONE CALL POLICY to Include PERSONAL ELECTRONIC DEVICES

- **Personal telephone calls are not allowed in any patient care area, whether on your personal cell phone or on a Kaiser phone.**
- **This includes the phlebotomy area and the laboratory front desk area of every Kaiser laboratory.**
- **If you carry a personal cell phone or personal electronic device on your person during your work hours, it must be on mute at all times.**
- **Do not make or answer calls from your personal cell phone or on a Kaiser phone in any of the patient care areas.**
- **Please limit your personal phone calls, (that are not emergencies), during working hours to no more than one (1) per day and no longer than 3-5 minutes.**
- **Excessive personal phone calls is considered personal business on company time.**

I have read and understand the above policy

Employee Signature: _____

Date: _____