

PARMA ANIMAL SHELTER CELL PHONE POLICY

Cell Phone Policy

The Board of Trustees of the Parma Animal Shelter recognize cell phones have become an important part of our lives. Having a smartphone is undoubtedly valuable for monitoring productivity, fitness, and having business apps at your fingertips.

Inappropriate or excessive use of these devices may cause issues and hamper the volunteer's ability to focus on their duties. All volunteers are expected to abide by this policy strictly. Failure to do so will lead to appropriate disciplinary actions.

Despite having various benefits, cell phones have their drawbacks as well. Volunteers who excessively use their cell phone may:

- Not be able to focus completely on the care of the shelter animals
- Disturb volunteers around them
- Cause accidents due to distraction while using their phone

Volunteers **should not** use their cellphone for:

- Playing games during working hours
- Making long personal calls (greater than 5 minutes) during working hours

Acceptable use of cell phones

- Making short and quick personal calls away from other volunteers