

<h1>Use of Phones in Meetings</h1> <h2>ADMIN 009</h2>		Procedure Synopsis <ol style="list-style-type: none"> <li>1. Meeting Definition</li> <li>2. Cellular phones are to be placed in silent mode during meetings.</li> <li>3. Incoming calls will not be responded to unless it is an emergency.</li> <li>4. Calls may be responded to during meeting breaks.</li> <li>5. Audit process.</li> </ol>			
Date:	October 23, 2002				
Revised:	February 24, 2014				
Policy:	The use of phones during company meetings is both disruptive to meeting participants and in just about all cases, highly inappropriate. It is the policy of Improvement Interactive, LLC for phones to be in silent mode during all meetings attended by Improvement Interactive personnel. Incoming calls will not be responded to during meetings unless it is an emergency call or a service related call.				
Procedure:	<ol style="list-style-type: none"> <li>1. A meeting is defined as two or more people coming together for a discussion. This includes Summit Meetings, Daily Meetings, conference calls or Skype for Business calls.</li> <li>2. Cellular phones are to be placed in Silent Mode during attendance at company meetings, or outside meetings being attended on behalf of Improvement Interactive.</li> <li>3. Incoming calls will not be responded to during any meetings unless it is a medical/family emergency or a service related call.             <ol style="list-style-type: none"> <li>1. Any calls meeting the above criteria that must be responded to will be responded to away from the meeting area whenever possible.</li> </ol> </li> <li>4. Calls may be responded to during breaks (if any) in the meeting but must be kept brief so that return to the meeting is timely.</li> </ol>				
Audit:	<ol style="list-style-type: none"> <li>1. Abuse of this policy will result in a letter of reprimand being formulated and placed in the employee personnel file.</li> <li>2. Human Resources Manager will supply a quarterly report to Management listing any employees who were written up during the previous quarter.</li> </ol>				
Receipt Acknowledgement (Signature)		Review Acknowledgement (Initials)			
Printed Name:		1	2	3	4
Signature:		Initials:	Initials:	Initials:	Initials:
Date:		Date:	Date:	Date:	Date: