

**POLICY NAME** CONDUCTING PERSONAL BUSINESS WHILE AT WORK

**POLICY NUMBER** 2.5.8

**CATEGORIES** 2, 9

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

An employee shall not conduct personal business or communications on facility time except in the case of emergencies. Such communications shall include, but not be limited to, personal conversations within the facility with friends or family members and conversations and/or texts of a personal nature on facility phones or personal cell phones.