

WOODHAVEN PROCEDURES

Procedure No. 4-10-52

Revised: 06-10-24

Issued: 01-27-16

SUBJECT: Equipment owned by Woodhaven issued to Employees

PURPOSE: To carry out the Mandate of the Office of Human Resources

COMPANY ISSUED PURCHASING CARDS – Certain Woodhaven employees may be issued a company purchasing card in order to accomplish their assigned duties in an efficient and financially responsible manner. Woodhaven’s Finance Department will order, suspend, and cancel purchasing cards as needed, and will maintain a log of individual card credit limits.

Use:

Woodhaven purchasing cards shall only be used for business related expenses approved by an employee’s supervisor, program director, or a senior officer of the company. Employees who have been issued a purchasing card shall not use another employee’s card for business expenses. Should an employee need an increased credit limit to conduct Woodhaven business, the employee will work with their supervisor and the Finance Department to find the most appropriate solution. Only the Chief Financial Officer or their designee shall approve credit increases.

Receipts:

Employees shall provide copies of receipts for expenses incurred on their purchasing card within three business days of the transaction date, utilizing the method(s) and expense management platform(s) Woodhaven utilizes. Repeated failure to provide receipts in the timeframe established by this policy may result in disciplinary measures.

Prohibited Personal Expenses:

Employees shall not use an issued purchasing card for personal expenses of any kind. Employees who use their issued purchasing card for a personal expense in error shall immediately notify their supervisor and shall make reimbursement to Woodhaven for the incurred expense before the end of the following business day. Failure to make reimbursement to Woodhaven within this timeframe will result in the incurred expense being deducted from the employee’s next paycheck.

Employees who repeatedly misuse their issued purchasing card may be subject to disciplinary measures, up to and including termination.

WOODHAVEN PROVIDED CELL PHONES – Cell phones provided by Woodhaven are the property of Woodhaven.

PHONE – Unless otherwise stated, the use of the word “phone” in this procedure refers to Woodhaven provided cell phone(s).

MISPLACED, LOST OR STOLEN CELL PHONES – An employee must immediately report misplaced, lost or stolen cell phones to the Chief Financial Officer (CFO) or their designee. If the employee is unable to contact either of them, the employee must report the misplaced, lost or stolen cell phones to their direct supervisor or Director of Residential and Community Services.

Upon receiving notice of the misplaced, lost or stolen cell phone, the CFO or designee will contact Woodhaven’s IT consultants & instruct them to remotely delete all the data from the cell phone.

SECURITY MEASURES – The following security measures will be in place for all cell phones:

- The cell phone will be set up to receive the employee’s Woodhaven email. The Woodhaven email

SUBJECT: Equipment owned by Woodhaven issued to Employees

PURPOSE: To carry out the Mandate of the Office of Human Resources

-
- must be set up so the IT consultants will have the ability to remotely delete all the data from the cell phone.
- The cell phone's auto-lock feature must be turned on & set for a period of time not to exceed 5 minutes.
 - The cell phone's password (or passcode) must be eight characters long with at least one number, one alphabet letter and one special character.
 - Employees may change their initial password to a password of their choosing as long as their password follows the requirements listed above.
 - If an employee changes their password, they are encouraged to notify the CFO via a Therap SComm (do not send an email) what their new password is.
 - An employee's password should be kept secret from everyone except the CFO or their designee.
 - If the employee is having issues with their cell phone they may disclose their password to the IT representative or Woodhaven's IT consultants
 - Employees should not allow the cell phone to store their Therap password

AN EMPLOYEE PERSONAL CELL PHONE – If an employee used their personal cell phone for Woodhaven business, the following items (if applicable) were to be taken care of by February 1st, 2016:

- Woodhaven email accounts must be deleted
- Woodhaven emails stored on the phone must be deleted
- Any data files, including photos, regarding Woodhaven business must be deleted
- Any voice messages regarding Woodhaven business must be deleted
- Any text messages regarding Woodhaven business must be deleted
- Any stored passwords regarding Woodhaven business must be deleted

Employees are allowed to keep Woodhaven business contact information on their personal cell phones. Employees are not allowed to keep any information regarding Woodhaven's individuals served on their personal cell phone.

EMPLOYEE PERSONAL USE OF WOODHAVEN'S CELL PHONE – Employees shall not use their Woodhaven provided cell phone to conduct personal business of any kind. Storage of personal data on Woodhaven cell phones is strictly prohibited.

Employees using a Woodhaven cell phone have no expectation of personal privacy, and accessing or transmitting of pornographic, gambling, or other sites or information that sponsors or supports illegal activity are expressly forbidden and will constitute grounds for immediate termination.

Only employees are authorized to use Woodhaven's cell phones. Friends & family members of employees are not allowed to possess these phones.

FORWARDING PHONE CALLS – An employee can elect to forward the phone calls from their Woodhaven provided cell phones to their personal cell phones. Woodhaven will not, under any circumstance, reimburse the employee for additional costs incurred by the employee for their personal cell phone.

TEXT MESSAGES – The employee sending the text message has the responsibility of making sure the text message was received by the other employee (receiver). The receiver of the text message should send a reply

WOODHAVEN PROCEDURES

Procedure No. 4-10-52

Revised: 06-10-24
Issued: 01-27-16

SUBJECT: Equipment owned by Woodhaven issued to Employees

PURPOSE: To carry out the Mandate of the Office of Human Resources

acknowledging the text message was received. If the employee sending the text message does not receive an acknowledgement, the sender must call the receiver to make sure the message was received.

FACE TIME APP – Employees are allowed to use the FaceTime App on their phone for business purposes only. Before they use the FaceTime App, they must

- notify other employees and individuals served that they are using the FaceTime App
- notify other employees and individuals served that the FaceTime App is a real time video & audio stream connection with another cell phone user
- make a reasonable effort to not include other employees or individuals served from appearing in the video or audio stream

Health Services, Program Managers, the Director of Residential and Community Services or the Leadership Team may request an employee to use the FaceTime App to show an injury of an individual served. To the extent possible, the employee should get the individuals verbal consent prior to showing the injury.

MISCELLANEOUS ITEMS – Woodhaven has the right to review any records related to Woodhaven provided cell phones including, but not limited to

- reading any text messages sent or received
- any emails sent or received
- records of phone calls made or received
- listen to voice messages received
- reviewing the internet browser history

The Woodhaven provided cell phone must be surrendered immediately upon termination of employment. If the cell phone is not in working order, the employee could have the cost to replace the phone deducted from their final paycheck.

Approved by: _____
Chief Financial Officer

Date: _____

EMPLOYEE ACKNOWLEDGEMENT

Employee Name (print your name): _____

Employee Signature: _____

Date: _____