



## **CELL PHONE USE TRAINING POLICY**

The cell phone use policy is adopted by Hanford Contractors to ensure training is conducted without disruption, to avoid video/pictures of training activities that are not authorized, and to maintain the effectiveness and integrity of the training completion process. This policy does accommodate the need for receiving critical business calls and/or personal calls during training.

Violation of this policy may result in termination of the student's training and failure of the course. In the event this happens, the student will be directed to return to their work location and both their manager and company training manager will be notified immediately.

### **Cell Phone Use During Training Presentation/Practical Activities**

- Cell phones are to be turned off during training presentation/practical activities or placed in vibrate mode if needed to receive business or critical personal calls.
- Students receiving calls will quietly leave the training setting in a manner that avoids disruption to other trainees.
- Other cell phone use (texting, video streaming, picture/video taking) is not authorized during training presentation/practical activities.

### **Cell Phone Use During Written Examinations/Practical Evaluations**

- Cell phones must be turned off during written examination or practical evaluation activities. If students have legitimate needs for access to incoming cell phone calls, arrangements must be made with the examination proctor or instructor who will monitor phones placed in their custody during written examinations/practical evaluations.