

## NORTHCARE NETWORK

<b>POLICY TITLE:</b> Personal Mail & Appointments	<b>CATEGORY:</b> Personnel	
<b>EFFECTIVE DATE:</b> 1/1/15	<b>BOARD APPROVAL DATE:</b> 1/14/15	
<b>REVIEW DATE:</b> 10/29/25	<b>REVISION(S) TO POLICY STATEMENT:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>OTHER REVISION(S):</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>RESPONSIBLE PARTY:</b> HR Manager	<b>CEO APPROVAL DATE:</b> 11/4/25 Megan Rooney, CEO	

### **APPLIES TO**

NorthCare Network Personnel

### **POLICY**

NorthCare Network's employees will not unduly disrupt NorthCare Network's operations with personal mail, e-mail, appointments, and phone calls.

### **PURPOSE**

The purpose of this policy is to ensure proper use of NorthCare Network's resources.

### **DEFINITIONS**

1. ***NorthCare Network Personnel*** – refers to personnel employed by NorthCare Network on a full- or part-time basis, students, volunteers, interns, and Board Members as applicable.

### **REFERENCES**

N/A

### **HISTORY**

NEW POLICY 1/1/15

REVISION DATE: 9/27/16, 1/15/25, 10/29/25

REVIEW DATE: 1/6/15, 11/20/15, 9/27/16, 7/14/17, 5/11/18, 2/22/19, 11/24/19, 9/29/20, 7/21/21, 7/28/22, 6/29/23, 4/9/24, 1/15/25, 10/29/25

CEO APPROVAL DATE: 1/6/15, 12/1/15, 10/4/16, 8/1/17, 6/5/18, 3/14/19, 12/3/19, 10/6/20, 8/3/21, 8/2/22, 7/11/23, 5/7/24, 2/4/25, 11/4/25

BOARD APPROVAL DATE: 1/14/15

### **PROCEDURES**

Personal mail and e-mail should not be sent to the workplace. All mail received at and addressed to NorthCare Network may be subject to opening.

Personal phone calls or text messages during work time should be limited so not to disrupt the operations of NorthCare Network.

Personal appointments, whenever possible, should be scheduled at times which do not interfere with work schedules.