	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION and THE JOHNS HOPKINS HOSPITAL	<i>Policy Number</i>	HR614
		<i>Effective Date</i>	7/01/05
	HUMAN RESOURCES POLICY and PROCEDURE MANUAL	<i>Page</i>	1 of 2
		<i>Supersedes</i>	New
<i>Subject:</i> PHOTOGRAPHING, VIDEOTAPING OR RECORDING DEVICE POLICY			

PURPOSE

The purpose of this policy is to assure employee and patient privacy, protect trade secrets and comply with applicable laws. This policy also outlines the use and expectations of cell phones, cameras, or videotaping and voice recorders or any other type of equipment or devices used to photograph, videotape or record any forms of media. While Johns Hopkins Health System Corporation and The Johns Hopkins Hospital (JHHSC/JHH) does not wish to unreasonably constrain the use of such devices, it has a more fundamental responsibility to ensure that such devices are used in a reasonable manner and adhere to the integrity of proprietary information, individual rights to privacy, quality of patient care and the efficient operation of JHHSC/JHH.

DEFINITION

Personal Communication Devices – Electronic media or communication devices like, but not limited to, cell phones, pagers, text pagers, wireless devices, etc.


Employee – Any individual employed directly by JHHSC/JHH, or any individual employed by a contractor of JHHSC/JHH and assigned to work on Hospital premises.

Guest/Visitor – Any individual who does not meet the definition of “Employee” above.

Working Time - The period of time designated for the performance of actual job duties and responsibilities, either by the person vending, soliciting or distributing literature and materials or the person being solicited or receiving materials.

APPLICATION

This policy applies to all employees and guests/visitors as defined above. Special permission to use a camera must be obtained from management to photograph or videotape special events. Management may approve such requests as long as it does not disrupt business operations, create a safety concern or violate the privacy of other employees, patients or visitors. Violations of this policy will be subject to disciplinary action, including termination.

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RESPONSIBILITY

As with any policy, management employees are expected to serve as role models for proper compliance with the provisions above and encouraged to regularly remind employees of their responsibilities in complying with this policy. Employees are also encouraged to obtain management’s authorization in advance of any event to use such devices on the premises and report any violations of this policy to their immediate supervisor. Employees who have visitors on company premises are responsible for ensuring that the visitors are made aware of and adhere to this policy.

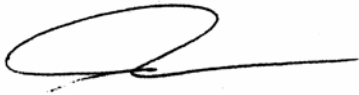
SPONSOR

Vice President, Human Resources.

REVIEW CYCLE

3 years

APPROVAL



Vice President, Human Resources

Date