

Telephone and Cell Phone Policy

THIS POLICY OUTLINES THE USE OF PERSONAL CELL PHONES AT WORK, THE PERSONAL USE OF BUSINESS CELL PHONES AND THE SAFE USE OF CELL PHONES BY EMPLOYEES WHILE DRIVING.

TELEPHONE AND CELL PHONE POLICY

TELEPHONES AND PERSONAL CELL PHONES

While at work employees must exercise the same discretion in using personal cell phones as for the use of Company phones. Personal calls during the work hours, regardless of the phone used, can interfere with employee productivity and be distracting to others. Cell phones are not to be carried on the job without specific permission from management who will keep supervisors regularly informed of this permission. Employees will inform their supervisor of the need to carry a phone who in turn will set up a meeting with management to discuss with the employee a need to have a cell phone on the job. Permission for use will be granted/denied on a case-by-case basis. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy. The Company will not be liable for the loss of personal cell phones brought into the workplace. Employees are not authorized to use personal cell phones in place of Company provided beepers and radios.

PERSONAL USE OF COMPANY-PROVIDED CELL PHONES, BEEPERS AND RADIOS

Where job or business needs demand immediate employee access, a business cell phone, beeper and/or two-way radio may be issued. For business and tax reasons the personal use of such equipment is not permitted. Phone records may be audited for compliance. If an employee experiences a personal emergency that requires use of the business cell phone, they are required to report this to their supervisor. Failure to report such use may result in disciplinary action up to and including termination. Employees in possession of Company equipment such as cell phones, beepers and radios are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee must return the equipment.

CELL PHONES AND DRIVING

Employees whose job responsibilities include driving and who must use a cell phone for business use, are expected to refrain from using their phone while driving. Allow voice mail or your passenger to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option,

- Use hands-free devices;
- Use the voice-activated or "speed dial" feature;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations;

- When there is moderate to heavy traffic;
- Inclement weather; or,
- Driving in an unfamiliar area.

In situations where employees drive and accept phone calls, state law, as well as this policy, require the use of "hands-free" equipment. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to discipline, including termination.

Special Responsibilities for Managerial Staff

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

