

## Cell Phone Policy

The Company provides cellular telephones to selected employees as appropriate to their duties and responsibilities to increase productivity, and to facilitate communications with our clients/customers. Employees are expected to restrict their use of Company cell phones to matters involving Company business, except in true emergencies. While there may be times when employees must make or receive personal calls during business hours, they should be kept to a minimum, and must not interfere with the employee's performance of his or her work. Personal calls should not be charged to the Company without prior approval.

Employees are urged in the strongest possible terms not to use a cell phone while driving under any circumstances, whether it is a Company-owned cell phone or a personal cell phone, and the employee is operating a company vehicle or driving their own vehicle in the course of performing their job.

If an employee needs to make a call while driving, they should find a proper parking space first. Keeping in mind that the shoulder is generally not a safe place to park, stopping on the side of the road to make a call is not recommended. Employees with hands-free cell phones may make brief phone calls while driving but should find a safe place to park when road conditions are poor, traffic is heavy, or the conversation is complicated. It is suggested that employees keep cell phones turned off while driving, to avoid the distraction of an incoming call. The cell phone voice mail will pick up any incoming calls, and messages can be retrieved at a later time when safely stopped.

Proper cellular phone use is only one part of safe driving. Employees also should remember that while operating a company vehicle or traveling on company business, they are expected to follow posted speed limits, practice defensive driving and wear seat belts.

Using a cell phone while driving does greatly increase the odds of an accident occurring which could result in serious injury or even a fatality. The company takes seriously its responsibility to ensure the safety of all our employees as well as that of the public. Employees involved in auto accidents attributed to their use of a cell phone while driving will be subject to disciplinary action.

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