



CORPORATE CELL PHONE POLICY

Our Company deeply values the safety and well-being of all employees. Due to the increasing number of crashes resulting from the use of cell phones while driving, we are instituting a new policy. Company employees may not use cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

- When employee is operating a vehicle owned, leased or rented by the Company.
- When the employee is operating a personal motor vehicle in connection with Company business.
- When the motor vehicle is on Company property.
- When the cellular telephone or mobile electronic device is company owned or leased.
- When the employee is using the cellular telephone or mobile electronic device to conduct Company business.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal. Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date