

## Mobile Phone Use Policy – Whilst Driving

Your **Mobile Phone** has been provided to you for the benefit of our company, and as a condition of your employment you are required to carry and use it as described. This **Mobile Phone** is to be used for business use purposes only, and any personal use incurring charges beyond the agreed limits will need to be reimbursed by you.

- When driving any company owned vehicle or your personal vehicle, if on company time or business, your **Mobile Phone** (and pager and all other electronic devices used for personal communication) are to be turned off when driving and remain off for the entire journey;
- If you surrender your **Mobile Phone** to a passenger, and a call comes which you find necessary to receive, you must first pull over and stop the vehicle in a safe place before conversing on the phone;
- Because of the danger, and concern for other drivers, as well as current legislation the use of your **Mobile Phone** or any other means of personal electronic communication while driving any vehicle during the hours of your employment by is hereby expressly forbidden.
- A breach of this policy will bring immediate disciplinary action, up to and including dismissal for exposing our company to a liability.

| Cell Phone Use While Driving Policy  | Safe Driving Suggestions   |
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| <p>Employees may not use cell phones or PDAs while operating a motor vehicle. This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>▪ Answering or making phone calls</li> <li>▪ Engaging in phone conversations</li> <li>▪ Reading or responding to e-mails and text messages</li> <li>▪ Accessing the Internet</li> </ul> <p>In an emergency, drive to a safe location, pull over, and put the vehicle in “park” before calling to report an emergency.</p> | <p>Put cell phones or PDAs on vibrate or silent mode, or turn the device off, before starting the car.</p> <ul style="list-style-type: none"> <li>▪ Pull over to a safe place and put the vehicle in “park” if a call must be made or received, or to make adjustments to a Global Positioning System (GPS).</li> <li>▪ Modify your voice mail greeting to indicate you are unavailable to answer calls or return messages while driving.</li> <li>▪ Inform clients, associates and business partners of company policy to explain why calls may not be returned immediately.</li> </ul> |

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Signatory – Please Print