PURPOSE

The purpose of this policy is to establish the Company’s written policy regarding the use of cell phones and other similar devices while operating a Company vehicle and/or performing a work-related task on Company time. Any employee who violates this policy is subject to disciplinary action, up to and including termination.

COMPANY POLICY

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the Company has enacted a Distracted Driving Policy as well as the mandatory use of seatbelts while operating or riding in a vehicle while on Company time. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company owned vehicle or a personal vehicle while on company time:

1. Company employees shall **not** use a hand-held cell phone or other electronic devices to read and/or type electronic text messages, emails, instant messages, Facebook postings, Twitter messages, etc. while:
* Operating a motor vehicle, whether the vehicle is in motion or stopped at a traffic light;
* Operating other equipment on Company time to include, but not limited to, Forklifts, Overhead Cranes, etc.
1. A Company employee shall **not** knowingly send a text message to another employee that they reasonably believe may be driving on Company time.
2. If Company employees need to use their cell phones or other electronic devices, they must:
* Pull over to a safe location such as a parking lot or rest area;
* Stop all work related activity associated with heavy equipment, hand-held power tools or machinery.
1. Company employees are required to proactively inform clients, associates, business partners and other co-workers of the Company’s policy as an explanation of why calls may not be returned immediately.
2. Employees are never expected to place themselves at risk to make or receive a business call or communication. Any employee found to be in violation of this policy shall face disciplinary action, which could include termination of employment.

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |