



Quality Electric Cell Phone Usage Policy

Employees are prohibited from using a cellular phone while operating a company motor vehicle or while driving on company business, unless you are using a hands free device with appropriate discretion. All calls should be made, returned, or answered from a safe location within a designated parking area. Your safety and the safety of others is the purpose of this policy.

As a result;

- 1 Do not send or read emails, texts or alpha numeric pages while driving.
- 2 Do not accept or initiate calls, or read, create or send emails or texts while driving.
- 3 Allow business calls to go to voicemail and return calls upon arrival at the job site or when parked in a designated location.
- 4 Use caution when using your cell phone on a job site.

The only exception to the above prohibitions is in an emergency calls placed to 911 for situations such as fire, traffic accidents, road hazard or medical emergency.

Violation to the rules and policy will be considered serious offenses and may result in disciplinary action up to and including loss of company car / truck privilege and termination of employment.

Driver's Name

Driver's Signature

Supervisor's Name

Supervisor's Signature

Date