

## **Cell Phone Policy:**

Chippewa Concrete Services, Inc. sets forth this policy about cell phone usage to all employees with or without company issued phones. For the purpose of this policy, the term “cell phone” is defined as any handheld device with the ability to receive and/or transmit voice, text or data messages with out a cable connection.

### 1.) Use of cell phone

- a. General use at work: While at work, employees are expected to exercise the same discretion in the use of personal cell phones as they use with company cell phones. Excessive personal call during the workday, regardless of the phone used can interfere with employee’s productivity and be a distraction to others. Employees should restrict personal calls during work time to a minimum and ensure that friends and family members know of this policy.
- b. Unsafe work situation: The Company prohibits the use of cell phones or similar devices while at any work site at which the operation of such device would be a distraction to the user and/or could create an unsafe work environment.
- c. Use while driving: The employees may have access to a cell phone while in a company vehicles in a “hands free” application to send and receive calls, but texting while in a company vehicle is prohibited. The employees should remember that their primary responsibility is driving safely and obeying rules of the road.
- d. Action of cell phones: Any fines that result from the illegal use of a cell phone are the responsibility of the employee.

### 2.) Personal use of Company issued phones

- a. General Rule: Chippewa Concrete Services, Inc. provides cell phones to certain employees as a business tool. They are provided to assist employees in communicating with management and other employees, engineers, and others with whom they may conduct business.

Employees are advised that their Company issued cell phones may be regularly monitored for misuse. Any misuse which incurs extra cost to the Company will be the responsibility of the employee and may be deducted from the employees check.

- b. Security of cell phone: Employees in possession of Company issued cell phones are expected to protect the equipment from loss, damage, or theft. On resignation or termination of employment or at anytime on request, the employee may be asked to produce the phone. Any employee unable to produce the cell phone or upon inspection of the phone, damage or misuse is noted, the employee will be responsible for all cost to repair or replace issued phone.