



CELL PHONE POLICIES















2016 ARPM BENCHMARKING


34 POLICIES COLLECTED FROM US
MANUFACTURERS

ARPM
ASSOCIATION FOR RUBBER
PRODUCTS MANUFACTURERS

317 863 4072 | info@arpminc.org | www.arpminc.org

Table of Contents

	Introduction and Summary	1
\$ 	Cell Phone Policy 1	4
	Cell Phone Policy 2	7
	Cell Phone Policy 3	8
	Cell Phone Policy 4	9
	Cell Phone Policy 5	10
	Cell Phone Policy 6	11
	Cell Phone Policy 7	12
	Cell Phone Policy 8	13
	Cell Phone Policy 9	14
	Cell Phone Policy 10	16
	Cell Phone Policy 11	17
	Cell Phone Policy 12	18
	Cell Phone Policy 13	19
	Cell Phone Policy 14	20
	Cell Phone Policy 15	21
	Cell Phone Policy 16	22
\$	Cell Phone Policy 17	23
	Cell Phone Policy 18	24
	Cell Phone Policy 19	25
	Cell Phone Policy 20	26
	Cell Phone Policy 21	28
	Cell Phone Policy 22	30
	Cell Phone Policy 23	31
	Cell Phone Policy 24	32
	Cell Phone Policy 25	33
	Cell Phone Policy 26	34
	Cell Phone Policy 27	35
	Cell Phone Policy 28	36
	Cell Phone Policy 29	37
	Cell Phone Policy 30	38
	Cell Phone Policy 31	39
	Cell Phone Policy 32	40
	Cell Phone Policy 33	41
\$ 	Cell Phone Policy 34	42

-  Policy contains stipulations regarding cell phone usage while operating a vehicle
- \$ Policy contains company reimbursement guidelines for cell phones

Please note: All policies within this document are submissions by individual manufacturing companies. The association removed company-identifying information. No other alterations have been made to any policy in this document.

Thank you to ARPM's Corporate Sponsors



Cell Phone Policy: Introduction and Summary

For this benchmarking activity, 34 manufacturing companies submitted their attendance policies. Company-identifying information has been removed from all policies, no other content in the policies has been edited or altered. Policies ranged from one to two sentences to several pages in length, as well as varied in details of when, where and why employees are allowed to use their cellular devices. Below is a brief summary of important attributes companies may want to consider while developing or updating their cell phone policy.

Videos:

Several companies participating in this study made special note of the use of cellular devices to record video. While the policies varied in verbiage, it is understood that employees are not to use their cell phones to record video of any type while in the company facility. This may be an important bullet point to add to company policies as the use of cell phones for recording video has skyrocketed in recent history.

Code of Conduct:

While many companies have rules for employee conduct surrounding e-mail, some companies have adapted those rules to be applicable to cell phone usage while in the facility. Any personal calls, especially those that are confidential or sensitive in nature, should be taken away from other employees or customers. Also, messaging between employees should be kept professional in nature. Any companies concerned with employee conduct while using phones should consider implementing this in their current policy.

Disciplinary Actions:

Roughly half of the policies give a specific plan for discipline for employees who do not abide by the cell phone policy. However, the disciplinary actions range from several warnings to immediate termination. Whichever course a company decides to take, having a written policy for discipline can help to eliminate confusion and accusations of favoritism.

Designated Areas:

Cafeterias, breakrooms, locker areas, smoking areas, etc. are all listed as potential “designated cell phone usage areas” by participating companies. It is important that cell phone policies expressly state not only when, but also *where* an employee can and cannot use a cell phone. Posted “Designated Cell Phone Area” signs help to give both employees and guests a visual understanding of where they can and cannot use their cell phone.

Damage and Liability:

If a personal or company phone gets damaged on the job, who is responsible for the cost to replace it? Is the employee or the company liable? Does it depend on how the damage happened? Including a caveat regarding responsibility for damaged equipment can help to eliminate confusion for any potential grievances.

Informing Visitors and Guests:

Several member policies give explicit instructions on who is responsible for informing visitors and guests of the cell phone policy – and it is generally the employee. Visitors and guests who are not privy to the policy may not consider the use of cell phones in a manufacturing facility a security or safety risk. Be sure all employees know who is responsible for explaining the policy to visitors and guests upon arrival.

Exceptions to the Rule/Activity-Based Guidelines:

While a blanket policy may be tempting, it is likely that a “one-size-fits-all” approach may not be the best choice for a company’s cell phone policy. Multiple companies give exceptions for management, employees using the phone for business purposes, employees who need to monitor their phone in case of emergency, etc. When developing or updating a cell phone policy, consider the company’s culture and how the business runs. Tailor the policy to what makes sense for the specific company's culture and operations.

Emergency Phone Call Policies:

Unfortunately, emergencies happen. When they do, loved ones need get in contact with company staff members. Multiple members have designated phone lines, intercom systems, messaging processes, etc. assuring the employee that in case of an emergency, he/she will be able to get the message. While monitoring a personal cell phone in case of emergency is tempting, it may be in the best interest of all employees and the company if a policy for relaying a message is instituted instead.

Password Protection:

Many companies have employees using cell phones for business purposes, including making phone calls, storing files, maintaining important contacts and sending and receiving e-mail, all of which can carry sensitive business information. Two policies within this handbook require employees who use their cell phone for business purposes to have their phone password protected. The password protection can help eliminate security threats should the phone be stolen or missing.

Social Media:

In the age of constant connectedness, social media is a key concern. Companies now add stipulations for social media within their cell phone policies. These policies include not posting about the company on any social media pages, the understanding that all content posted to an employee’s social media page is the employee’s responsibility, and that no pictures or videos from the company can be posted without the expressed permission of an HR director or other supervisor.

Cell Phone Usage while Driving:

Throughout the 34 policies, cell phone usage while driving is a common topic of concern. Some companies’ policies apply only when driving on company business, others when an employee is driving and has a company phone in their possession. It is important that employees know the company’s policy on using hands-free devices, text messaging, sending e-mails, checking the internet and talking on the phone while driving. A company may also choose to outline who is liable should an accident occur due to cell phone usage while driving. Companies may require employees to know the individual city or state laws in regard to cell phone usage while

driving. All of these points should be considered when adding procedures for cell phone usage while driving to a company's cell phone policy.

Note: For quick reference, cell phone policies that include stipulations specific to cell phone usage while driving are denoted on the table of contents by a car symbol.

Keeping the Policy Updated:

Possibly the most important detail – keep your cell phone policy up to date. The world of cellular devices, their capabilities and their potential is constantly changing. It is important to review your cell phone policy at least annually to check for antiquated regulations and to stay current with new technology.

Cell Phone Policy 1

PURPOSE

To establish guidelines for the use of cell phones when conducting company business.

Company issues individual cell phones to employees who are required to be in close contact with the company at all times. Employees not issued a “company phone” may be reimbursed for business calls made from personal cell phones. While cell phones are a necessary tool for doing business, we require that our employees follow the guidelines listed in this policy in order for the Company to provide the most cost effective program.

GENERAL STATEMENT

Employees may be eligible for company paid cell phones, or reimbursement for business calls from their personal cell phones. To obtain a company paid cell phone the employee must complete the IS Equipment/Account Request Form which may be obtained from the Intranet under common office documents. This form must be approved by the employee’s executive staff leader. Employees *should not* purchase equipment on their own. Inclusion in the program is based on the role or function of the employee and responsibility as determined by the Spending Authority Matrix. All employees will need to follow the guidelines listed below.

GUIDELINES

1. COMPANY PROVIDED CELL PHONES & OTHER MOBILE DEVICES

- Where job or business needs demand immediate access to an employee whom otherwise would be difficult to reach, or demand the employee to have immediate access to customers, the Company may issue and direct pay the monthly service cost of the cell phone or mobile device.
- This program is generally provided for employees at the director level or above.
- All Company provided cell phones or mobile devices are the property of Company. Employees must comply with Company requests to make their Company-issued cell phone available for any reason, including upgrades, replacement, or inspection. Employees who leave the Company for any reason must return their Company-issued cell phone to the Telecom Manager.
- The company reserves the right to publish the cell phone numbers in order to make the employee more accessible for business needs.
- All equipment must be obtained through the Telecom Manager. Failure to follow this policy will result in exclusion from the program or a reduced reimbursement.
- Any negligent damage will be the employee's responsibility to repair or replace.

2. COMPANY REIMBURSED CELL PHONES & OTHER MOBILE DEVICES

- In cases where an employee's regular job does not require them to be in close contact with the company at all times but the employee on occasion uses his or her personal cell phone for business purposes, such calls shall be reimbursed
- Verizon is the preferred cell provider. Employees who qualify for reimbursement are **strongly** encouraged to have Verizon as their provider. Employees should switch plans after their current plan ends. The Company does not normally pay early termination fees unless it is more beneficial to the company to have the employee switch carriers before contract end.
- The company does not reimburse for text messaging, unless there is a specific need (such as the IT department server notification of failure text) or an emergency situation. Smartphone users are expected to use email or voice to communicate instead of texting.
- All employees on the reimbursement program must submit an expense report with the cell phone bill attached each month for the month the bill is due. Any bill submitted more than one month late will not be reimbursed. **The maximum monthly limit for reimbursement will be \$75.00.**

3. ADDITIONAL PROCEDURES AND RESPONSIBILITIES

- When traveling internationally participants should contact the Telecom Manager (at least one week in advance of the trip) to obtain the use of an international cell phone. International cell phones may also be available at our international office. Contact the Telecom Manager for information. As an option participants may be given a calling card or advised to purchase a local calling card.
- It is the responsibility of the Telecom Manager to review cell charges to assure participants are on the most cost effective plan. The Telecom Manager will consult with participants in the event a change is warranted and will make the necessary recommendations and obtain approvals based on the Spending Authority Matrix.
- **The company will be implementing a security policy that may impact your cell phone or other wireless device such as a tablet or iPad. Anyone accessing the company network with a wireless device will be required to enter a password to access their device. In the event of the device becoming lost or stolen the company reserves the right to delete all company information from the device.**
- Participants are responsible for managing the cost of their cell phone and other wireless devices. Avoid using text messages or other services that add cost not value. In short treat this business expense as if you were paying it yourself.

4. CELL PHONE ETIQUETTE

- While at work employees are expected to exercise the same discretion in using personal cell phones or other mobile devices as is expected for the use of Company phones.

- Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Phones should be set on vibrate, or turned off, especially during meetings. Employees are encouraged to minimize the number of personal calls during work time.
- The Company will not be liable for the loss or damage to personal cell phones brought into the workplace. In the facility, cell phone usage is not allowed in the factory except in designated areas.

5. CELL PHONE SAFETY

- Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their cell phone or mobile device while driving. Safety must come before all other concerns.
- Employees whose job responsibilities do not specifically include driving as an essential function, but use a cell phone or mobile device for business use, are also expected to abide by the provisions above.
- Employees are prohibited from using cell phones for work-related matters while driving. If the employee needs to make a call, or receives a call while driving they should pull over safely and stop the car.
- Under no circumstances are employees allowed to place themselves or others at a safety risk to fulfill business needs.
- Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be the first priority. We expect employees to keep these calls brief. If, because of weather, traffic conditions, or any other reason, employees are unable to concentrate fully on the road, they must either end the conversation or pull over and safely park the vehicle before resuming the call.

Cell Phone Policy 2

This policy outlines the use of personal cell phones at work and the personal use of business cell phones. Cell phone use at company facilities is allowed only in the offices, hallways, warehouse and lunchroom.

Personal Cellular Phones: While at work, hourly employees are expected to exercise discretion in using personal cellular phones. Personal calls during the work day, unless on break, regardless of the phone used, are not permitted. Flexibility will be provided in circumstances demanding immediate attention or in the case of an emergency.

Personal Use of Company-Provided Cellular Phones: An employee may be issued a business cell phone for work-related communications. Employees are required to comply with all state and local laws regarding the use of wireless phones while driving. To be safe while driving, cell phone calls should be used for brief conversations only and no texting is allowed. Cell phone use is prohibited while driving in adverse weather conditions or difficult traffic conditions.

We understand that issues may result in personal use of the company cellular phone but you should keep the personal calls within the plan allowance. Each company cellular phone has a plan connected to it. If the amount of minutes used exceeds the allotted amount, the bill will be evaluated for the amount of calls that are for personal use.

Any violations of this policy will subject employees to the company's formal accountability process actions, up to and including termination of employment.

Cell Phone Policy 3

Cell phones should be turned off or set on silent or vibrate mode during meetings, trainings, and in other locations where incoming calls may disrupt normal workflow. Electronic devices are not permitted at meetings, trainings, or other locations where they may disrupt normal workflow unless permitted for work purposes only.

While production employees may carry personal cell phones, they will be restricted from receiving/sending calls or text messages while working. Cell phones and/or electronic devices may be used during breaks and/or lunch only. The company will not be liable for the loss of personal cell phones and/or electronic devices brought into the workplace.

Flexibility with cell phones will be provided in circumstances demanding immediate attention. **In addition, the filming of videos and/or the taking of pictures with cameras and/or cell phones is not permitted on Company premises without written authorization from the Human Resources Manager. Each request for approval must state the location, date and type of special event. Written authorization must be kept with the employee at the time the videos and/or pictures are taken.** Employees are asked to ensure that friends and family members are aware of this policy.

Cell Phone Policy 4

The use of personal cell phones, pagers and other electronic devices are not permitted in the manufacturing areas. Employees can only use cell phones, pagers and other electronic devices

- During non-working time outside of the plant, such as parking lots, smoking and non-smoking patio areas,
- During break or meal times in break rooms or outside of the plant as referenced above.

Use of cell phones in the manufacturing and/or distribution areas will result in disciplinary action up to and including termination of employment. Cell phone usage on the plant floor is a Type C infraction.

Cell Phone Policy 5

Cell phones are allowed on the production floor, but they must be kept out of sight. No personal phone calls or texts are to be made on the production floor. If an emergency call needs to be taken or made, the employee will be allowed to go to the cafeteria to make the call.

Cell Phone Policy 6

Cell Phone/Mobile Device is defined as any wireless Device, either hand held or worn on the body, which can make or receive phone calls, send or receive text messages or access the internet.

The Company is a highly technical custom injection molder. Cell Phone/Mobile Device is a part of our everyday life and can be a useful resource in many different ways. One of the Company's "Main Things" is to "eliminate NVA time everywhere it exists". Cell Phone/Mobile Device, when used properly, is an excellent tool to help in the elimination of waste and non-value added time.

The Company Cell Phone/Mobile Device policy is as follows:

The Company issues Company owned cell phones to personnel who must maintain contact with Customers, Suppliers and other employees at all times. Any employee who is issued a company owned Cell Phone/Mobile Device may use it anywhere in the facility.

The Company employees can, but are not required to, use their personal Cell Phone/Mobile Device for business purposes only. In the event an employee is found using their personal Cell Phone/Mobile Device for reasons other than business, discipline will result.

In the Company only, any Cell Phone/Mobile Device to be used as a listening Device anywhere in the facility must be docked to a docking station at all times. In the event an employee is found to be reading text messages, reading emails or receiving phone calls while docked or **streaming music through WIFI**, discipline will result. Any employee who is found using their Cell Phone/Mobile Device, company owned or personal, on the production floor to watch movies will be terminated immediately for a Safety violation.

The Company is not responsible for lost, stolen or damaged personal cell phones.

It is the responsibility of all team members to abide by the policy as written. It is the responsibility of the Company leadership team to enforce this policy regardless of department or team member.

Failure to comply with the above guidelines will result in disciplinary action. Occurrences are tracked on a calendar year basis by Human Resources.

First Occurrence: Oral Warning

Second Occurrence: Written Warning

Third Occurrence: 1 day Suspension

Fourth Occurrence: 3 day Suspension

Fifth Occurrence: Termination pending HR investigation

(If more than one occurrence is found in a single shift, the employee will be sent home and asked to contact HR before they may return to work. Time missed is unpaid and will affect attendance and profit sharing)

Cell Phone Policy 7

Personal calls should be kept to a minimum. Incoming or outgoing calls of an emergency nature can be received or made at any time. Non-emergency calls, including those made with cell phones should be received or made while off the clock or on break.

Cell Phone Policy 8

The Company is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment.

Consistent with this the Company accepts that use of cell phones and other portable communication devices (PCD) while operating any sort of equipment or machinery, mobile or stationary, can create an unsafe condition in which your mind is not on task and therefore a significant hazard.

All Company Employees, Contractors and Visitors. Ensure that employees, contractors and visitors to the site are informed of the policy, their responsibilities and the consequences of policy breaches.

- The use of cell phones and PCD's while operating any equipment or machinery (mobile or stationary) is prohibited.
- Cell phones and PCD's are not permitted to be out in the open or visible within the manufacturing or operational area unless you are directly engaged in Company business.
- You must be stationary and away from operating equipment while using a cell phone or PCD for company business in the plant.
- Walking in the plant while using a cell phone PCD is prohibited.
- Cells phones and PCD's can be used while on break in the Cafeteria, Production Office, Cell Lead Offices in Buildings 1 and 3, Shipping Offices, Fab Office and Maintenance Tech Library.

Violations of this policy will be cause for disciplinary action up to and including termination.

Cell Phone and PCD Use While Driving

In order to increase employee safety and eliminate unnecessary risks behind the wheel, the Company has enacted a Distracted Driving Policy, effective immediately. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee using a company-issued cell phone or PCD for any reason or personal cell phone or PCD for company business while operating a personal vehicle:

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages. Viewing mobile websites is also prohibited.
- If company employees need to use their cell phone or PCD, they must pull over safely to the side of the road or another safe location (i.e., parking lot, rest area, etc.).
- Additionally, company employees are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the car.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Being involved in an accident resulting from a violation of this policy may result in termination.

Cell Phone Policy 9

Company policies including and not limited to: safety, harassment, ethical conduct, confidentiality, protected health information, and conflict of interest apply fully to electronic device usage.

Non-compliance will result in verbal warnings and if the behavior continues discipline up to and including suspension and/or termination could follow

The purpose of this policy is to address the use of all electronic devices in the workplace. **The primary objective is to promote safety, productivity, quality, privacy and limit company liability.**

“Electronic Device” is defined as any personal electronic device with the ability to receive and/or transmit voice, text, data messages, or access the internet, including but not limited to cellular phones, digital wireless phones, MP3 players, I-pods, I-Pads, Kindles, Nooks, games, or any type of hands-free device, headphones and ear buds.

Radios are allowed in the Maintenance, Tool Room, Quality, and Assembly areas as long as volume is at a reasonable level and there is no offensive content being broadcast.

Cameras and cell phones may be used to take pictures/get information by management staff when being used for company and production purposes.

Production Environment

To ensure the safety of our employees and visitors, the manufacturing plant is designated a “**NO ELECTRONICS ZONE**”. Electronic devices are also prohibited in all company restrooms. The following provisions apply:

1. All electronic devices must be completely turned off in the manufacturing plant (vibration mode is not acceptable), both during your working hours and during non-working time, while in the manufacturing plant.
2. Electronic devices cannot be left out in the open or visible anywhere in the manufacturing plant.
3. Electronic devices should be kept in lockers or vehicles.
4. Employees are free to use electronic devices **outside** of the manufacturing plant before and after their work schedule, and during breaks and lunch times (use in company rest rooms is prohibited at all times).
5. Office staff, vendors, and visitors must comply with the No Electronics Zone requirement and will be notified by appropriate signage and/or company representative.
6. Contractors are exempt from this policy.

Personal phone calls - Production employees may not accept personal phone calls during scheduled work hours. Family and friends should be informed to leave non-emergency messages on your personal cell phone for you to return during breaks.

If someone needs to get ahold of you for an emergency, they can contact the receptionist between 7:30 AM and 4:30 PM at 555-555-5555 and the message will be forwarded to you.

If someone needs to reach you, in case of an emergency, after normal business hours they may do the following:

Outside callers can call 555-555-5555, and the call will buzz in the plant and ring 10 times on the Quality phone before going into voice mail. Please give this number to any family member that may need to get ahold of you, but it must be for a true emergency!

If you are expecting an important message, you may ask your supervisor for permission to use your cell phone. If permission is granted, you can go to the break room to check your message.

Exceptions – Communication devices supplied by and authorized by the company for business operation purposes are exempt from this policy. Managers and supervisors are authorized for personal cell phone usage, when necessary, for company business communication during times of production. Whenever feasible, managers and supervisors must limit usage to outside the production area, or to private offices within the production area. Usage in company rest room facilities is strictly prohibited.

Driving on Company Business

Electronic devices enable employees to be more productive while on the road. However, that convenience can pose significant safety and legal concerns. When traveling on company business, it is critical that employees obey all applicable state and local traffic laws. This includes speed limits, seatbelts, mobile electronic devices, etc. If it is necessary to use an electronic device such as a cell phone while driving, use a hands-free device or the speaker phone feature. Using electronic devices are discouraged when traffic is heavy or road conditions are poor.

Drivers are encouraged to keep cell phone conversations short, and refrain from taking notes while the vehicle is moving. When possible, employees are encouraged to pull off the road and seek a safe parking area to conduct business. You may not use your cellular phone or similar device to receive or place text messages, surf the Internet, check phone messages, or receive or respond to email while driving if you are in any way doing activities that are related to your employment.

Cell Phone Policy 10

A large percentage of the company's business is transacted by telephone. The telephone equipment is provided for the purpose of providing service to our customers. Therefore, it is necessary to limit your personal calls to an absolute minimum number.

Personal calls should only be made in case of absolute necessity or emergency. If non-emergency personal calls must be made, please arrange to make them during your break or lunch period. No long distance personal calls may be made on company phones.

With the exception of emergencies and during normal breaks, cell phone usage is prohibited while at the Company during normal working hours. This includes talking on cell phone, text messaging and all other means of non-emergency communications.

The intent of this Policy is to control inattention, operational distractions and other hazards created when cell phones are used while at work and while driving personal and company vehicles on company time and business.

Cell Phone Policy 11

Our cell phone policy requires that all cell phones are shut off and are not to be used during work time. An employee may use their phone on breaks only.

Cell Phone Policy 12

Personal cell phones may only be used on breaks. They are only to be used in the break areas, cafeteria, or outside the plant. At all other times they must be turned off. Cell phones will not be used on forklifts at anytime

If you have an anticipated emergency situation that may require you to monitor your cell phone, and will require immediate attention when received, notify your supervisor in advance.

Relatives should be instructed to call the facility's main telephone number and select the Human Resources extension during normal office hours. The Human Resources Office can relay the emergency to the employee.

Radios, IPODS, and CD players are not permitted. All personal radios and boom boxes must be removed from the facility. Headphone are not allowed to be worn while in the facility.

Cell Phone Policy 13

In the interest of safety, personal phones, pagers, etc. shall not be carried by employees or used while on duty on the production and warehouse floor. This is a safety issue and therefore is of extreme importance to the staff of the Company. Lockers are provided for personal belongings to be stored while on duty. Calls may be made while on break in designated areas (outside building or kitchen area).

In the case of an emergency, you can be reached through the Company telephone lines, but personal calls are discouraged. Cell phone use in the production area may be approved individually by management for business purposes only.

Violating this policy may result in the employee being sent home for their shift, or terminated for repeated offense.

If you have any questions about this policy, please feel free to contact Personnel.

Cell Phone Policy 14

Purpose

The purpose of this document is to outline the policy for cell phone usage in our production and maintenance areas.

Scope

This document applies to all employees who work in the production and maintenance areas of our facility.

Policy

Cell phones and Bluetooth devices are not to be used or seen in the production or maintenance areas of our facility.

Employees may keep their cell phones or other devices in their pocket or in their locker. The devices may be used when the employee is on break only if they have left the production or maintenance areas (for example, they may be used in the smoking area, parking lot, employee's car, locker room, or lunch room).

If an employee is seen with a Bluetooth in their ear or texting, listening to music, playing games, talking, or any other possible use of a cell phone while in production or maintenance areas of the facility the employee will be subject to disciplinary action.

Supervisors are permitted to use their cell phones in production and maintenance areas for work purposes only.

Cell Phone Policy 15

Any employee who has authorization to use a cell phone in the building is only permitted to use the cell phone for business purposes. If anyone is using the cell phone for personal business, their privileges will be taken away.

XXX

HR Manager

I, _____, understand that I am only permitted to use my cell phone for business purposes. I understand that if I use my phone for personal business, I will lose my privileges. If I lose my privileges and I am seen using my cell phone, I will be subject to immediate termination.

Employee

Date

Cell Phone Policy 16

The use of personal cell phones is not allowed on the production floor. This includes making or receiving calls, reading text messages or sending text messages. Since it is not necessary for personal telephones to be on the production floor, we require that all personal cell phones be turned off and placed in a safe place off of the floor, such as in a locker. Company approved cell phones are allowed on the production floor for business purposes only.

Personal phone calls may be made or received during breaks only in designated break areas – the break room or outside break area only. Do not use your cell phone on the production floor during your break as misunderstandings will occur. Please move to the designated break area during your designated break to make personal phone calls.

Emergency phone calls should come through the switchboard or your supervisor. If you are expecting an urgent phone call – please advise your supervisor so they can make the appropriate people aware.

Again, personal cell phones are not allowed on the production floor. Please keep them at home or turned off in your locker.

If you have any questions, please feel free to contact the Human Resource Department or your supervisor.

Cell Phone Policy 17

Telephone and Faxes at the Company are installed for business use. Use/abuse for personal calls affects overall shop productivity adversely, and also prevents personnel, customers and vendors from having access to these same facilities. The following policies shall apply to use of any phones for personal use:

- Incoming and Outgoing Personal calls from any device should not take place during normal work hours, except during scheduled breaks. The only exception to this policy will be for emergencies or with prior consent of direct supervisor. This policy shall apply to All employees. Employees who receive personal calls during working hours should advise the caller that they will return the call before or after working hours or during scheduled breaks.
- Long Distance Telephone calls should be kept to an absolute minimum at all times. The use of phones will be monitored, and any charges as a result of these calls may be charged to the employee.
- Cell Phones will not be allowed in the workplace during normal working hours, with the exception of company supplied phones and personal phones used for company business. Personal cell phones may be used for personal activity before and after normal working hours and during scheduled breaks. This includes checking personal e-mails, personal use of the internet, playing games, or any other activity not identified as business related use.
- Employees may be allowed access to their work e-mail on their personal phone. Any additional costs incurred by the employee for this access will be at their expense.

Business-owned cell phone Policy

Cell phones provided for business use are company property and are to be treated as such. They may be provided to employees who travel or are required to monitor company business during their non-business hours. The following policies shall apply to use of the Company provided cell phones:

- The Company may provide a cell phone with the OS of employee's choice
- Cell phone can be used for personal as well as business activities
- The Company may pay \$200.00 every (2) years for a phone. Any additional cost to upgrade to a more expensive phone, make repairs, extend warranties or insurance will be at the employee's expense.
- Phone must be kept in re-saleable condition to accommodate our cell-provider trade-in program. Any phone not in re-saleable condition will be the employees responsibility to pay costs to recondition to make it re-saleable
- Employee must twin or forward calls from their desk phone
- Employee has the option for desk phone voicemail go to cell or desk phone
- It is expected that the employee will monitor phone/e-mail during non-working hours and react as required
- Try to keep data consumption to 3Gb/month or less

Cell Phone Policy 18

Cell phones are not permitted to be used for any reason on the shop floor, or inside of the building, **not even on breaks or lunch.**

Use of cell phones means: No cell phones out on desks, work stations, in drawers, in pockets, etc. No text or instant messaging. No checking the time. No checking messages. No use of cell phones as a device to listen to music. No cell phones to be turned on during working hours inside of the building.

Anyone who violates this policy will be immediately terminated.

Cell Phone Policy 19

Please review all attached documents regarding cell phone usage by drivers. After reviewing same, please sign the acknowledgment page and return to HR Manager.

Failure to follow cell phone laws, or Company's Driving Policy may subject you to disciplinary action, up to, and including termination.

To all employees driving company vehicles and car allowance drivers using their own vehicles while on company business:

There have been significant amounts of information in the news media lately about the use of cell phones while operating a motor vehicle.

State cell phone laws are subject to change. All employees affected by this policy are to maintain awareness of the state laws.

It should be noted that this state disallows any hand held devices and has the highest fines to date, \$250 for talking on a phone and \$150 for text messaging. In several other states, cell phone laws are enforced by jurisdiction. For example, Chicago has the only law where talking on a cell phone while driving requires a hands free device.

It is company policy that hand held cell phones not be used while driving on company business.

"Employees are permitted to use cellular telephones while driving on company business unless otherwise proscribed by law; however, an external speaker and microphone must allow hands-free operation." (Page 3 & 4 of the Company's Motor Vehicle Driving Program.) Considering the increasing numbers of areas where hand held cell phone usage is banned, we feel the policy is prudent and timely.

Cell Phone Policy 20

Mobile devices provide the capability for running other applications besides the basic e-mail and cell phone functions. These devices can be configured to attach to the corporate e-mail system so users can receive e-mail from their company e-mail account as well as personal accounts. Listed below is the Company's IT's Phone policy.

1. Phones and Service

1.1. Add Smart phones to the list of authorized devices.

1.2. The wireless service for these devices will be covered, when approved as a business expense, under corporate contracts. No wireless costs should be paid on expense reports unless specific permission is granted.

1.3. To protect against a sudden increase in the number of "broken" cell phones and requests for Smart phones, the policy provides that any device that needs to be replaced and is still under contract will be replaced with a LIKE device.

1.4. The Company will own the device and phone number.

1.5. There may be employees who are authorized to be on the company paid service contract but wish to buy and maintain their own phone. Under these circumstances the employee must transfer the phone number to the Company account (Company Responsibility Unit) to take advantage of the contract discounts. If the employee leaves the Company, the phone number and billing will be transferred back to employee responsibility (Individual Responsibility Unit).

1.6. At the time new phones are issued (both new and current users), users will be required to sign the waiver below confirming the user's understanding that if an employee leaves the company, the phone and the phone number belong to the Company and all data on the phone will be wiped and the device will be reissued for internal use or given to the employee if part of a separation agreement.

1.7. Support from the Company IT for these devices will be limited to best effort and verifying that the connection is available.

2. Security

2.1. All devices must be protected by a password. The user agrees to never disclose their passwords to anyone. The password should be a minimum of four characters. The device will automatically be locked after a period of inactivity. The device will be wiped after ten consecutive invalid password attempts.

2.2. All or part of the data communicated and stored on the device must be encrypted when possible.

2.3. The user must employ reasonable physical security measures. End users are expected to secure all such devices whether or not they are actually in use and/or being carried.

2.4. Upon termination of employment or contract the device will be remotely wiped of all data and locked to prevent access by anyone other than IT.

2.5. In the event of a lost or stolen mobile device, the user will report the incident to the Company IT immediately. The device will be remotely wiped of all data and locked to prevent access by anyone other than IT.

2.6. The user agrees to immediately report to their manager and the Company IT any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.

Declaration

I have read and understand the above *Company Owned Mobile Device Policy*, and consent to adhere to the rules outlined therein. I understand that if I leave Company employment, all data on the phone/Blackberry/Android/iPhone, etc. will be wiped. With the exception of Section 1.5 above, the wireless device and its associated phone number belong to Wabtec and the device will be reissued for internal use or given to me if part of a separation agreement. I consent to these actions.

Printed Name

Signature

Date

Cell Phone Policy 21

Company employees may carry personal cellular phones with them on company time or while using company equipment subject to the following restrictions:

1. While at work employees must exercise the same discretion in using personal cell phones as for the use of Company phones. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity and be distracting to others. All employees are asked to make personal calls during breaks and meal periods and to ensure that friends and family members are aware of this policy.
2. All personal phone calls, texts, tweets or instant messages will be received or made during scheduled break periods or lunch periods only.
3. Except for break periods, employees will take no incoming nor make any outgoing calls during work hours unless it is work related. If a personal call needs to be made or received the employee should make their supervisor aware of it.
4. Employees will not use cellular telephones while operating any company equipment. Employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional discussions and keep their eyes on the road. Special care should be taken in situations where there is traffic; inclement weather or the employee is driving in an unfamiliar area. In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy. Texting and instant messaging while driving is strongly prohibited.
5. Company assumes no liability for loss or damage to employees' personal property, including cellular telephones, carried in company vehicles or left on company property. Employees assume the risk of loss or damage to cellular phones or other electronic devices carried by employees during their workday.
6. Employees will be held personally and financially responsible for all damages and litigation in the event of an accident involving company owned equipment resulting from employees' use of cellular telephones. Use of cellular telephones during company work hours is considered outside the employees' scope of employment.

7. Anytime the company or a supervisor receives a complaint or suspects that an employee is violating this policy, the company or that supervisor may require the employee to furnish cellular telephone records for the time frame in question for the company to verify or negate the complaint or the suspected abuse.

The company as well as individual supervisors will ensure that all employees are aware of the above restrictions before allowing them to carry cellular telephones during the workday.

Cell Phone Policy 22

There are times when an employee must take care of personal business during working hours. However, personal telephone calls must be kept to a minimum, because these interruptions clearly distract from the efficient operation of business. Employees should make personal telephone calls during breaks and lunch only.

If you work in a production area, or in an area where you are unable to be reached, the receptionist or your supervisor will take a message and forward it to you. Every effort will be made to assist an employee receiving an emergency call.

The use of a cellular phone is not a work requirement for business needs in the office or the production area. Personal cell phones must be turned off in production areas. Cell phones may be used only in non-work areas during non-work times (breaks and meal periods.)

If you are driving a vehicle (personal or company vehicle) on company business, you **MUST** use a headset (or other hands-free device) while using your cell phone. Calls made while using hands-free devices should be made only when necessary and kept as brief as possible. If use of a hands-free device is not possible, you are expected to pull off of the road to a safe area before using your cell phone / radio. It is unlawful for any motor vehicle operator to text message while driving.

Employees who travel for business are obligated to learn and comply with any laws restricting cellular phone use while driving in the states where they travel. Compliance with all local, state, and federal laws is required. Any ticket or citation received while operating a company vehicle will be sole responsibility of the employee.

Abuse of telephone privileges can result in disciplinary action.

Cell Phone Policy 23

The Company is committed to providing a safe work environment for its employees and, to the extent reasonably possible, to prevent injury to you and to third-parties by employees performing work activities. Recent studies have shown that driving while talking or text messaging on a cell phone is extremely hazardous.

This policy governs your use of a cell phone, or other like communication device (whether such phone/device is issued by the company or is owned by you) when you are authorized and required to operate a licensed motor vehicle as part of your job duties.

You are prohibited from using any cell phone, talking, listening, or texting, yours or ours, while driving on company time or for company business. You must safely pull off the road to a location where the vehicle does not create a hazard to you or to a third-party and bring the vehicle to a complete stop, prior to using the phone/device. Do not resume movement of the vehicle while you are still having a conversation/texting on the cell phone.

We reserve the right to monitor your compliance with this policy through appropriate means, including but not limited to, using vehicular surveillance, monitoring of telephonic conversations, and auditing of records reflecting use of our cell phone during your normal working hours.

Cell Phone Policy 24

Cell phones or the office line XXX-XXX-XXXX can be used for personal calls, both incoming and outgoing. Calls are to be kept to a minimum and are to be made on breaks or during lunch. Family can call if and only if it is an emergency on the office phone during working hours. Cell phones should be off during office hours.

Cell Phone Policy 25

The use of a personal cell phone while at work may present a hazard or distraction to the user and/or co-employees. This policy is meant to ensure that cell phone use while at work is both safe and does not disrupt business operations.

Unless otherwise authorized, employees may only use personal cell phones for an emergency or during rest and meal periods. If you have your cell phone at work, it shouldn't ring or vibrate.

Employees should limit any cell phone conversations while driving and no texting should be made while driving. Employees are encouraged to make or respond to calls in a safe location to avoid distracted driving.

Cell Phone Policy 26

Use of personal electronic devices such as cell phones and tablets, including texting and sending of any electronic data, is only acceptable when you are off the clock and such devices are not be permitted in the building unless authorized in writing by a manager.

Exception: When on the road on Company business, we may ask you to take a phone so that we are able to contact you. In this case, you are expected to follow local cell phone laws and, when needed, to pull off the road to talk, dial or take notes.

If it is necessary for someone to call you during work, they are to call the Company. You will be paged or a message will be taken if you cannot come to the phone. Receiving personal calls at work interferes with your work and the work of the other staff members. We expect you to keep personal calls to a minimum and only as absolutely necessary.

Cell Phone Policy 27

The use of personal cell phones is not allowed on the production floor. This includes making or receiving calls, reading text messages or sending text messages, use of mobile apps, etc.

Cell phones are not allowed on the production floor for various reasons, including:

- Unsafe
- Distracting
- Potential contamination to products

Since it is not necessary for personal telephones to be on the production floor we require that all personal cell phones be turned off and placed in a safe place off of the floor, such as in a locker. Company approved cell phones are allowed on the production floor for business purposes only.

Personal phone calls may be made or received during breaks only in designated break areas – the break room or outside break area only. Do not use your cell phone on the production floor during your break as misunderstandings will occur. Please move to the designated break area during your designated break to make personal phone calls.

Emergency phone calls should come to the emergency number: 555-555-5555. If you are expecting an urgent phone call – please advise your supervisor so they can make the appropriate people aware.

Again, personal cell phones are not allowed on the production floor. Please keep them at home or turned off in your locker.

If you have any questions, please feel free to contact the Human Resource Department or your supervisor.

Cell Phone Policy 28

"Mobile Communications" is defined as all electronic devices which may transmit or receive voice transmissions and/or data. These communication devices include: iPods, iPads, pagers, cellular telephones, two-way radios, electronic mail (e-mail) terminals, and others.

It is the policy of **the Company**, to limit the use of all communication devices any time such use may interfere with standard work practices. This includes unscheduled disruption of work, as well as interruptions which may cause a hazardous situation. Employees are not permitted to use their personal communication devices during the execution of their normal job assignments, unless authorized by management. These personal units may be used at break-time or during the lunch period, but never in violation of other parts of this policy.

Company authorized communication devices are only to be used during appropriate times. These devices should not interrupt meetings of a serious nature. It is recommended the unit be turned off, or at least placed in a silent mode.

The location chosen to use a communication device should also be considered. Communication should usually occur in a private area, and especially if the subject is of a confidential nature.

A communication device should never be used if it may create a hazardous situation. This includes no usage while operating a vehicle or machinery. To initiate communication, safely stop the vehicle or machinery before using the device. If an incoming call is received while driving or working, the device should **not** be answered until the vehicle or machinery is safely stopped.

Employees are not permitted to send or receive text messages, or use the internet while they are operating a vehicle or machinery. The employee **must** safely stop the vehicle or machinery before sending or receiving a text message or using the internet.

Drivers are not able to hold, dial, or reach for a hand-held cell phone, including those with push-to-talk capability. Hands-free phone use is allowed, as is the use of CB radios and two-way radios. Hands free devices are permitted while operating a vehicle. Drivers will not be able to use hand-held phones while temporarily stopped due to traffic, a traffic control device, or other momentary delays, but they will be able to use them after moving the vehicle to the side of, or off the highway and parking in an authorized and safe stopping area.

Cell Phone Policy 29

It is acceptable to receive personal cell phone calls during the work day, they should always be kept as brief as possible. If calls become excessive to a specific employee the privilege may be revoked from that employee. If you have to make or receive a call that is going to take more time and effect your job performance, please see your manager and discuss making up that time during lunch or after you have completed your work.

Cell Phone Policy 30

CELL PHONE USE ON PREMISES

Employees are allowed to have their cell phones at their work area; however if it is determined that the use of the cell phone is a distraction to providing quality work or is interfering with the amount of work produced, the employee may be required to leave their cell phone in their vehicle or locker. If continued abuse of cell phone takes place, discipline may occur.

CELL PHONE USE WHILE DRIVING

Cell phone use is prohibited while driving. Drivers need to be aware when use of the cell phone is creating a distraction from safe driving and adjust their usage accordingly, including pulling off the road to continue/finish the conversation or use hands-free device. Drivers should complete calls while the vehicle is parked in a safe location whenever possible. There must be no cell phone use to complete texting, email, internet surfing or other uses while driving. If a cell phone must be used while driving, hands-free operation is required. While driving, attention to the road and safety should always take precedence over conducting business over the phone.

Cell Phone Policy 31

Handheld Media Device and Usage Policy

The Company understands that cellular phones, PDAs, Blackberries and other hand-held personal media devices are a convenience used with regularity by most employees. However, employees should minimize the use of personal cell phones during working hours. If this becomes a problem the following policy will be implemented:

“To avoid this convenience from becoming a work interruption, it is the policy of the Company that except in emergency situations, employees should not make or receive calls or texts or otherwise use personal hand-held devices during working time. Employees must turn all personal media devices off or place them on “vibrate” or other mode that will prevent the device from making sound or otherwise disrupting work hours. Employees may use these personal devices during breaks and lunch periods. The foregoing of course does not apply to hand-held media devices issued to employees by the Company for business use.

Use of hand-held media devices at any time in the workplace is also subject to the Company’s Electronic Communications policy, in that they are not to be used in any way that may be disruptive, offensive to others, harmful to morale, or in any manner violative of other company policies including but not limited to the Company’s anti-harassment policy.

While driving a car during working time, the Company requires that employees refrain from using a cell phone without a hands-free device if the applicable state law prohibits it. In addition, employees are prohibited from using any communication device to write, send, or read texts while driving on Company business, regardless of state law.

Employees in possession of Company-issued hand held media devices are expected to protect the equipment from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the device for return or inspection.

Cell Phone Policy 32

All Company employees are prohibited from using cell phones anywhere on the shop floor effective immediately. The use of cell phones is only permissible during authorized break or lunch periods and is allowed in the break room. Cell phones are to be retained in employee lockers. We issue lockers to all employees. Employees who have opted not to keep a locker would have to share or request a locker. Employees violating this policy will be subject to progressive disciplinary action in accordance to company policy.

Cell Phone Policy 33

While the Company permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, employees must not permit the use of such devices to interfere with their job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of employee productivity. As a result, employees should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, employees should use their device in a manner that is courteous to those around them. Outside of nonworking time, use of such devices should be kept at a minimum and limited to emergency use only. Employees with devices that have a camera and/or audio/video recording capability are restricted from using those functions on Company property unless authorized in advance by management or used in a manner consistent with the rights of employees to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

Employees are expected to comply with Company policies regarding the protection of the employer's confidential and proprietary information when using personal devices.

While operating a vehicle on company time, the Company requires that the employee is in compliance with applicable federal and state laws. DOT drivers must comply with all guidelines.

Exempt Employees may connect their personal devices to the Company network or to Company equipment. Situations relating to job responsibilities will be evaluated on case by case bases for non-exempt employees.

Employees may have the opportunity to use their personal devices for work purposes. Before using a personal device for work-related purposes, an employee must obtain written authorization from HR. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. To ensure the security of Company information employees will be required to have updated antivirus and firewall.

When employment is terminated the company reserves the right to sever or delete information.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

Violation of this policy will subject an employee to disciplinary action up to and including termination of employment.

Cell Phone Policy 34

PURPOSE

To establish guidelines for the usage and reimbursement of employee owned mobile devices to conduct company business. This policy outlines the mobile device reimbursement options supported by the company, guidelines for appropriate use, and other administrative issues relating to mobile device reimbursement. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunications costs.

SCOPE

This policy applies to all employees and other persons who conduct business on behalf of the company using an employee owned mobile device.

DEFINITIONS

- **Mobile Device** – A mobile device is any small, handheld computing device or telephone with at least one wireless interface for network access and/or data communications. This interface can use Wi-Fi, cellular networking or other technologies that connect to the Internet or other data networks. These devices include but are not limited to basic cellular phones, smart phones, tablet computers, and any wireless broadband device used to connect a PC or other device to the Internet
- **Business Use** - A business call is one directly related to company business.
- **Direct customer facing employees** - A type of business role where the employee interacts directly with the customer, in person.

GENERAL

1. Reimbursement Eligibility

1.1. It is the general policy of the company to reimburse employees for business related cellular telephone calls incurred on behalf of the company via an employee owned mobile device.

1.2. The following eligibility guidelines have been established:

1.2.1. The company direct reports to the (Board of Management) are eligible for full reimbursement of expenses related to the use of a personal mobile device used to conduct company business.

1.2.2. Sales executives, direct customer facing employees, and Plant/Lead Center Managers are eligible for company reimbursement up to \$100 per month related to the use of a personal mobile device. Exceptions may be granted for employees with specific on-call/support responsibilities. This reimbursement is expected to

cover all costs associated with the use of an employee owned device to conduct company business. On an exception basis, additional actual charges for roaming or international long distance that are not covered by the employee's service plan are reimbursable provided they are reasonable and critical to the business mission. Participation in this plan by eligible employees, as well as exceptions, must follow the HR Personal Change Form (PCF) process and be approved by the local HR manager and the VP of HR.

1.2.3. Employees who meet one or more of the following criteria below are eligible for company reimbursement up to \$50 per month related to the use of a personal mobile device. This reimbursement is expected to cover costs associated with the use of an employee owned device for business purposes. On an exception basis, actual charges for roaming or international long distance that are not covered by the employee's service plan are reimbursable provided they are reasonable and critical to the business mission. Participation in this plan by eligible employees must follow the HR Personal Change Form (PCF) process and be approved by the local HR Manager and the VP of HR.

1.2.3.1. The employee is required to perform 25% or more of his/her job activities "in the field," where business cannot be conducted on a landline telephone.

1.2.3.2. The employee is required to be immediately accessible (on a routine basis both during and after normal business hours) to meet critical customer commitments or to prevent a work stoppage.

1.2.3.3. The employee is required to be "on call" outside of normal business hours as part of their defined job role.

1.2.4. All other employees who use a personal mobile device to conduct company business will be reimbursed at a flat rate of \$0.10 (10¢) per minute for all cellular minutes consumed against the employee's cellular plan. Cellular minutes that are not consumed against the employee's cellular plan (i.e. free minutes based on in plan cellular-to-cellular or free nights and weekends) are not reimbursable. On an exception basis, actual charges for roaming or international long distance that are not covered by the employee's service plan are reimbursable provided they are reasonable and critical to the business mission. Charges associated with data or internet access on employee owned mobile devices is not reimbursable. In addition, cellular service plans and the associated access or device charges are the responsibility of the employee and will not be paid or reimbursed by the company. Monthly cellular expenses for business related calls on an employee's personal cell phone must not exceed \$25 per month.

1.3. All employees eligible for reimbursement on personal mobile devices may only be reimbursed for one personal device. Mobile devices will not be issued or reimbursed to

student workers, contract employees, part-time, temporary personnel, consultants, or other workers that are not full-time employees of the company.

2. Criteria for Employee Reimbursement

2.1. In order to be reimbursed for the use of a personal mobile device used to conduct company business, the following criteria must be met:

2.1.1. Reimbursement requests for full reimbursement of cellular expenses (see 1.2.1) must be made on a CES Expense Report. CES can be found on the company portal / intranet.

2.1.2. Reimbursement requests for employee's participating in the \$100 and \$50 maximum reimbursement plans will be reimbursed directly through the ADP payroll system. Additional charges (exceeding the \$100 or \$50 maximums as appropriate) for business related international roaming and long distance must be entered into CES and supported by a detailed phone bill listing whom the calls were made to (or received from as the case may be). These charges must be entered in CES in the "Cellular Phone – Roaming and International Long Distance" field. If the cellular provider does not provide detailed billing, the employee must request that they do so in order to be reimbursed. All personal calls that result in direct charges over and above the included plan minutes (i.e. minute plan overage charges, roaming, International long distance, text messaging, etc.) must be excluded from the requested reimbursement.

2.1.3. Reimbursement requests for all other employees (see 1.2.4) must be supported by a copy of the detailed phone bill with all business calls clearly highlighted. These charges must be entered into CES in the "Cellular Phone Reimbursable Minutes" field. If the cellular provider does not provide detailed billing, the employee must request that they do so in order to be reimbursed. If the copy of the bill does not list whom the calls were made to (or received from as the case may be), the employee will be required to provide any such further information as the company may reasonably request. All business related calls must be clearly identified on the detailed bill. Monthly reimbursement must not exceed \$25 per month.

3. Email Access

3.1. Requests for access to company enterprise email server for the purpose of delivering company email to a mobile device must be made via company IT Helpdesk. All requests must be approved by the direct manager of the employee making the request.

3.2. In order to receive company email on a mobile device; the device owner must accept potential changes to certain security settings that will be applied to the mobile device (e.g. requirement of a PIN/password to unlock the device). These security setting requirements may change without notice.

4. Mobile Devices: Appropriate Use

4.1. It is imperative that all mobile devices used to conduct company business be used appropriately, responsibly, and ethically. The following must be observed:

4.1.1. No employee is to use a mobile device for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing company policies.

4.1.2. Use of personal mobile devices for international dialing or use while traveling internationally for incoming and outgoing calls or data (e.g. email, Internet access, etc.) should be kept to a minimum and used only when it is required to support a business critical need. Whenever possible, employees should use the company calling card from a landline for all international dialing.

4.1.3. Employees are responsible for abiding by all state and municipal laws regarding the use of mobile devices while operating a motor vehicle. Employees are expected to use extreme caution if using their company owned and issued or personal cell phone while driving. "Hands-free" equipment is recommended if it becomes necessary to use a phone while driving.

4.1.4. Care must be taken when using mobile devices in public places and other unprotected areas. Always make sure mobile devices are locked when not in use.

5. Mobile Device Access to the Data Network

5.1. Personal mobile devices are not allowed to access to the company network.

5.2. Any mobile devices owned by the company that have been approved for use with a specific production environment application are allowed to access the company network. Company owned mobile devices must follow the same security standards as any other client hardware connected to the network when possible.

5.3. All exceptions must be approved by the company Chief Information Officer.

5.4. Access to the Guest Network is reserved for customers, suppliers, and other guest. Exceptions can be made on a case by case basis for employees traveling from other company locations

POLICY NON-COMPLIANCE

The Chief Information Officer, and the employee's immediate Manager and division / corporate function Vice President will be advised of any breaches of this policy and will be responsible for appropriate remedial action, which may include disciplinary action, including suspension or termination of employment.