Use of Electronic Devices (Cell Phones, BlackBerrys, iPods, etc.)

Personal Cell Phones

Personal calls and text messaging during the workday can interfere with employee productivity and be distracting to others. Therefore, you should limit the use of your personal cell phone to break and meal periods. The Company will not be liable for the loss of personal cell phones brought into the workplace. [Option: The use of personal cell phones during working time is prohibited. While working, cell phones should be turned off and stored in your locker, purse or other area.]

Personal Use of Company-Provided Cell Phones

The Company may issue a business cell phone to an employee for work-related communications only. If you use a business cell phone for personal calls, you are expected to reimburse the Company for all costs incurred for the personal calls. Employees in possession of Company equipment such as cell phones are expected to protect the equipment from loss, damage, or theft. If a replacement is needed due to your negligence, you will have to pay for the replacement cost of the new cell phone. Upon resignation or termination of employment, you will be asked to return your Company cell phone. The cost to replace any phone not returned, unauthorized charges, or any monies owed to the Company may be deducted from your final paycheck (to the extent permitted by law).

Safety Issues for Cell Phone Use

Employees whose job responsibilities include driving and who are issued a cell phone for business use are expected to refrain from using their phone (including text messaging) while driving. Safety must come before all other concerns. If you are charged with traffic violations resulting from the use of a cell phone while driving you will be solely responsible for all liabilities that result from such actions.

Electronic Devices (BlackBerrys, MP3 players, iPods, etc.)

During work time, you are expected to have your full attention on your work and not on your BlackBerrys, MP3s players, iPods or other electronic communication or music/gaming devices. Use of electronic devices can interfere with your productivity, distract others and create unsafe working conditions. You are asked to send text or email messages, or make any other personal communications during non-work time and to advise your friends and family members of the Company's policy. The Company will not be liable for the loss of personal electronic devices brought into the workplace.

For safety reasons, you may not, under any circumstance, use a cell phone, or other electronic device, whether personal or Company-provided, while operating a vehicle, machinery or equipment.