

Employer-provided Mobile Devices Policy

The policy made by

HEREINAFTER referred to as "the Company".

The Company may require access to certain employees at all times. For this reason, the Company may provide and pay for a mobile device for these employees.

We expect that all employees using employer-provided mobile devices will:

- Act professionally
- Avoid exceeding the number of allotted minutes
- Avoid exceeding the mobile data allotment provided
- Use the device for business purposes only
- Not use the devices while driving
- Immediately inform their supervisor if the device is damaged or lost

The Company provides these mobile devices to increase productivity and to allow employees to maintain adequate contact with both the company and its customers. If you are the recipient of an employer-provided mobile device, please use it appropriately.

Personal Electronic Device Usage Policy

PURPOSE

The Company recognizes that employees are our most valuable asset and that they are essential contributors to our continued growth and success. Thus, we are firmly committed to employee safety and will do everything possible to prevent workplace accidents.

In production environments it is especially important that employees remain focused on their work and do not experience unnecessary distractions that could compromise safety. Studies have shown that the use of personal electronic devices (PEDs) can distract workers from what is happening around them and reduce their ability to detect and react to potential hazards. This not only leads to an increased chance of injury for the PED user, but can also jeopardize the safety of those around them.

Also, crashes attributed to driver distraction are quickly on the rise, in large part because of widespread use of cellphone and other portable electronic devices behind the wheel. Researchers across Canada have found that response times and attentiveness while using a mobile device are as low as those of drunk drivers. Due to the increased risk of injury and death that comes with texting while driving, companies must create and maintain a safe and healthful workplace and have a clear, unequivocal and enforced policy against the hazard of texting while driving.

Because of the increased risk of injury that comes with the use of PEDs, the Company has developed this Personal Electronic Device Usage Policy, effective _____, to protect its employees.

SCOPE

This policy applies to all employees of the Company and any outside contractors that may be performing work on the Company property or who fit any or all of the following criteria:

- Driving on the Company business in any vehicle, personal or otherwise
- Driving a company car, whether on company business or not
- Placing work-related calls, whether driving on company business or not
- Using a company-issued cellphone or other electronic device while driving

DEFINITIONS

Personal Electronic Device – includes any of the following:

- **Cell phone** (also known as a **mobile phone, smartphone, handheld cell or handset**) – a mobile electronic device that engages in telecommunications including voice calls, text messaging/short message service (SMS) and/or email. Cellphones also may include features like complete Internet access, games, multimedia messaging service (MMS), instant messaging (IM) service, digital audio (MP3) players, cameras, radios and global positioning systems (GPS). Any device that engages in these functions is included in this policy.

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- **Electronic device** – any portable apparatus that involves user interaction. This includes, but is not limited to, laptops, GPS systems, MP3 players, cameras, pagers and personal digital assistants (PDAs).
- **Headset** (also known as **hands-free**) – an extension of the cell phone either connected to the handset via cord or wirelessly that allows the user to engage in voice communication without holding onto the cellphone itself.

Production Area – any area that hosts the manufacture, repair, loading, unloading or storage of a product.

POLICY GUIDELINES

The following procedures apply to all the Company employees falling under the conditions outlined above under **SCOPE**.

- PED use is banned from all production areas.
- Employees whose primary job functions require them to spend 80 per cent of their time in a production area:
 - Are not allowed to carry any PED on their person while performing work duties regardless of their location.
 - Can only use PED during break times in designated areas.

In no way does an employee's status outside of the above criteria guarantee their ability to use a PED. The allowance or restriction of PED usage by employees whose primary job responsibilities take place outside of production areas will be left up to their supervisor.

PROVINCIAL LAWS

The Company is not responsible for any traffic violations or parking tickets acquired by violation of city ordinance, provincial or federal laws regarding your driving habits, and operation of your motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for the Company.

Note that cellphone driving laws vary by province, and it is the employee's responsibility to be familiar with and abide by such laws. This is especially important for employees who travel on company business. The Company employees must comply with the company Cellphone/Electronic Device Use Policy on top of abiding by any provincial or local regulations addressing the matter.

GENERAL PROCEDURES

- Use of cellphones while driving is strictly prohibited—this includes all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, email, MMS, Internet use, camera use, etc.
- Use of electronic devices—including laptops, PDAs, cameras and pagers—while driving is strictly prohibited unless specifically outlined below.
- Voicemail must handle all calls while driving, and calls may only be returned when stopped or pulled off the road.
- Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

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- Regular callers must be informed that you will not be available while driving and should be notified of the best times to call based on driving schedule.
- Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

EXEMPTIONS

There are a limited number of situations in which this policy may not apply.

The Company Issued Devices

Employees using company provided devices receive the following exceptions:

- Company-provided devices can be used in a restricted area if they are necessary in the performance of a company-sanctioned job function that cannot be done outside of the restricted area.
- Company-provided devices can be kept on the person at all times. However, they still cannot be used in a restricted area (unless for the reason stated above).

EMERGENCY CALLS

The only exception to the cellphone use policy is calls placed to 911. If placing or accepting an emergency call, keep it short and use a hands-free option if available. Pull over if you are able when driving.

GPS SYSTEMS

The Company understands that sometimes, especially when travelling in unfamiliar areas, drivers require assistance with directions. GPS systems are helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

- Mounted GPS systems may not block or obstruct the driver's view in any way
- GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions
- Employees may not program the system while in motion
- Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road

If you have any uncertainty or questions regarding the content of this policy, you are required to consult your supervisor. This should be done prior to signing and agreeing to the The Company Personal Electronic Device Usage Policy.

I have read and understand the Company's Personal Electronic Device Usage Policy, and I understand the requirements and expectations of me as an employee. I agree to adhere to all provisions and procedures outlined in the policy, and I understand that failure to do so will result in discipline up to and including termination.

Employee Signature: _____

Date: _____