CELL PHONE - SAMPLE POLICIES

Use of Portable Phones/Headsets

Employees may not use or have in their possession personal portable/cellular telephones during working hours.

The wearing of headsets (radios, tape players, CD, etc.) is prohibited during working hours. Headsets and portable telephones interfere with concentration, driving alertly, listening for business telephones, internal radio transmissions, etc.

This work rule does not apply to ear muffs which employees are required to wear when working in a high noise environment.

Use of Telephone

Our telephone facilities, including cellular phones, are reserved for business purposes. All personal incoming and outgoing calls should be limited to matters of emergencies such as illness, accident, unanticipated overtime and calls of a similar nature. If a personal call needs to be made or an incoming call taken, please limit these calls to a reasonable time length.

Personal Long Distance Phone Calls

We recognize that from time to time employees make long distance calls for personal reasons. In order to control the cost of long distance charges, we ask that when you make a personal long distance call, you reimburse the Company. (We hope though that you will keep your calls reasonably short.) The privilege of using the Company phone for long distance is limited. Reimbursement to the Company is handled through petty cash. The Manager of Administration has the proper forms, and will explain the procedure to you.

Cellular Phones

Employees who are assigned cellular phones are responsible to review their itemized bill each month and indicate all personal calls. Payment shall be made monthly to Oakley Properties for usage that causes the "minute package" to exceed the monthly limit as a result of personal calls.

Cell Phones and Pagers

We realize that medical, family or other emergencies may occur and employees may wish to assure that they are promptly notified by carrying a pager for that purpose. Employees may carry pagers at client work sites and return personal phone calls during break time. Personal cell phones must be left in vehicles and not carried on the work site.

Foremen and office staff may carry cell phones on the jobsite if they are cell phones provided by XYZ and used for business purposes. Employees must remember that while driving
a vehicle on behalf of XYZ, their first responsibility is to pay strict attention to the road. Employees are cautioned to practice defensive driving, to pay attention to the traffic to protect themselves from inattentive drivers, and to avoid becoming engrossed in cell phone conversations. The same care should be used when talking on a cell phone while operating a forklift or other equipment.

**Cell Phones and Pagers**

We have noted several employees carrying and/or even using personal cell phones or pagers during work time. Please be advised that the Company does not permit either personal cell phones or pagers to be brought into the shop under any circumstances without advance notice to and permission from plant management (as further explained below).

Employees who have a legitimate emergency situation where a cell phone or pager would be appropriate must explain the emergency situation and request and receive prior permission from their supervisor to bring the cell phone or pager into the shop for a particular day. This specific permission must be requested and granted each subsequent day the emergency situation exists.

Anyone else found in possession of a cell phone or pager in the shop at any time is subject to disciplinary action for violating this policy. Please don't let this happen to you.