

Cell Phone/Hand Held Device Use Policy

Prepared by: Molton, Allen & Williams, LLC

Ross Neely Systems, Inc
Effective Date: October 05, 2005
Revision Number: 1

Our Company recognizes that the employees are our most valuable asset, and the most important contributors to our continued growth and success. Our Company is firmly committed to the safety of our employees. Ross Neely Systems, Inc will do everything possible to prevent workplace accidents and is committed to providing a safe working environment for all employees.

To further this goal, Ross Neely Systems, Inc has developed a Cell Phone/Hand Held Device Use Policy effective October 05, 2005.

Purpose:

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a Ross Neely Systems, Inc employee, but also the welfare of others who could be put in harm's way by inattentive driving.

Mobile phone and other hand held device use while driving is a common, often harmful, distraction. Many countries and localities have prohibited mobile phone/hand held device use while driving. Researchers at the University of Toronto found the risk of having a traffic accident while using a cell phone or similar device to be the same as driving drunk. For these reasons, drivers may not use hand held devices to place work-related calls or while operating a vehicle while on company business.

As a driver, your first responsibility is to pay attention to the road. When driving on Ross Neely Systems, Inc business, or driving while conducting business on behalf of the company in any other manner, the following applies:

Procedures:

Definition - Mobile Hand Held Units: Hand held devices may include cell phones, pagers, palm pilots, faxes and other communication devices.

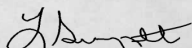
- Allow voicemail to handle your calls and return them when safe.
- If you need to place or receive a call, pull off the road to a safe location and stop the vehicle before using your phone.
- Ask a passenger to make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- The only exception to this policy is for calls placed to 9-1-1.
- If placing or accepting an emergency call, keep the call short and use hands-free options, if available.
- When receiving an emergency call, ask the caller to hold briefly until you can safely pull your vehicle off the road.

Accepted By:

Date:

Approved by:

Date:

	02-06-2022		
---	------------	--	--

This cell phone/hand held device use policy is a guideline to reduce the likelihood of motor vehicle accidents. It may not prevent all motor vehicle accidents from occurring. It does not address potential compliance issues with Federal, State or local OSHA or any other regulatory agency standards. Nor is it meant to be exhaustive or construed as legal advice. Consult your licensed commercial Property and Casualty representative at Molton, Allen & Williams, LLC or legal counsel to address possible compliance requirements.