



POLICY		Revision No. 0	Policy No. 250-AFF
Title: <i>Cell Phone Policy</i>	Issue Date: 08/25/21	Supersedes: Original Release	Page 1 of 3

1. APPLICABLE DEPARTMENT / PERSONNEL

1.1. This policy applies to all American Fruits and Flavors (AFF) personnel, including temporary employees, contractors, vendors, and visitors.

2. PURPOSE

2.1. This policy is in place to:

2.1.1. Create a safe and productive work environment.

2.1.2. Provide guidelines for incoming and outgoing cells and text messages.

3. MATERIALS

3.1. Cell phone camera stickers/covers

3.2. Lockers (if applicable)

4. REQUIREMENTS

4.1. Cameras

4.1.1. All cameras must be covered while on company property. It is the employee's responsibility to have the front and back lenses covered on all cameras and cell phone cameras when on company property, unless given authorization to use the camera and leave lenses uncovered.

4.2. Production Personnel:

4.2.1. Personal cell phones and earphones shall not be used by Production employees during working hours. These items are to be kept in the employee's locker. They may be removed and used during employee breaks and lunches, then put back into the employee's locker until the shift is over.

4.2.2. For the safety of all employees, earphones or any device that may restrict the ability to hear surrounding sounds may not be used while walking around the facility.

4.2.3. Company cell phones, used by team leads and supervisors, may be used when the employee is not actively working with machinery or on a forklift.

4.2.4. Production employees using personal cell phones and/or earphones in violation of this policy will be subject to disciplinary action up to and including termination.

4.3. Shipping & Receiving Personnel:

4.3.1. Personal cell phones and earphones shall not be used by Shipping & Receiving (S&R) employees during working hours. These items are to be kept in the employee's locker. They may be removed and used during employee breaks and lunches, then put back into the employee's locker until the shift is over.

4.3.2. Earphones or any device that may restrict the ability to hear surrounding sounds may not be used while walking around the facility.



POLICY		Revision No. 0	Policy No. 250-AFF
Title: <i>Cell Phone Policy</i>	Issue Date: 08/25/21	Supersedes: Original Release	Page 2 of 3

- 4.3.3. Cell phones and earphones may not be used while driving or operating a forklift.
- 4.3.4. When driving a company truck, personal or company cell phones must be used in a hands-free mode. The use of a handheld cell phone while driving is illegal and will result in termination of employment.
- 4.3.5. S&R employees using personal cell phones in violation of this policy will be subject to disciplinary action up to and including termination.

4.4. Office/Lab Personnel:

- 4.4.1. Personal cell phones may not be used during working hours. They may pose a security risk and distract from work tasks. Personal cell phones must be put away and not kept on top of the desk.
- 4.4.2. Office and Lab personnel using personal cell phones in violation of this policy will be subject to disciplinary action up to and including termination.

4.5. Maintenance Personnel:

- 4.5.1. Personal cell phones and earphones may not be used during working hours. They may pose a security risk and distract from work tasks. Personal cell phones and earphones must be kept in the employee's locker or put away during working hours.
- 4.5.2. Employees may take their cell phones out to be used during breaks and lunches, and then put away until the end of shift.
- 4.5.3. Earphones or any device that may restrict the ability to hear surrounding sounds may not be used while walking around the facility.
- 4.5.4. Cell phones and earphones may not be used while operating or on a forklift.
- 4.5.5. Radios may be used only when the forklift is not in motion.
- 4.5.6. When driving a company truck, personal or company cell phones must be used in a hands-free mode. The use of a handheld cell phone while driving is illegal and will result in termination of employment.
- 4.5.7. Maintenance employees using personal cell phones or earphones in violation will be subject to disciplinary action up to and including termination.

5. REPORTING / RESPONSIBILITIES

- 5.1. Employees who have any questions or concerns about this policy should consult their immediate supervisor.

6. LIMITS / ACTIONS

- 6.1. Limits and actions have been accounted above, where possible, yet some limits/actions may be unforeseeable and shall be accounted for as they arise.

7. LOCATION OF MASTER DOCUMENT



POLICY		Revision No. 0	Policy No. 250-AFF
Title: <i>Cell Phone Policy</i>	Issue Date: 08/25/21	Supersedes: Original Release	Page 3 of 3

7.1. Electronic copies of this document can be found:

7.1.1. **Juice Division** – M:\Shared\QA Systems\AFP Documents\Policies

7.1.2. **Flavor Division** – N:\Shared\QA Systems\MF Documents\Policies

8. APPROVAL TEAM

8.1. President

8.2. VP of Global Operations

8.3. Sr. Director of Domestic Operations

8.4. Director of Human Resources



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Title: <i>Cell Phone Policy</i>		Issue Date:		Supersedes:	
Revision History		08/25/21		Original Release	
				Page R	

REVISION HISTORY

<u>Revision No:</u>	<u>Date:</u>	<u>Author:</u>	<u>Revision Description:</u>
0	08/13/21	Grace Park	Created policy after consulting with Hope B., HR Training Coordinator.