**Cell Phone/Tablet Use & Safety Policy**

This document outlines Produce Marketing Association and its affiliates (hereafter referred to as PMA), policy of the use of personal cell phones and Tablet’s at work and the safe use of cell phones or Tablet’s by employees while driving.

Violations of this policy will be subject to disciplinary action up to and including termination.

**Procedures:**

**1. Personal Cellular Phones/** **Tablet’s** While at work employees are expected to exercise the same discretion in using personal cellular phones and Tablet’s as is expected for the use of company phones. Excessive personal calls during the work day, regardless of the phone used, can interfere with employee productivity and be distracting to others. Employees are encouraged to make any other personal calls on non-work time where possible and to ensure that friends and family members are aware of PMA’s policy. If a situation arises where the use of a cell phone or Tablet is needed during work hours they should be set to silent or vibrate mode during meetings, conferences, and in other locations so incoming calls will not disrupt workflow.

PMA will not be liable for the loss or damage of personal cellular phones or Tablet’s brought into the workplace.

**2. Use of Company-Sponsored Cellular Phones/** **Tablet’s** Where job or business needs demand immediate access to an employee the company may support the use of a personal or company-owned cell phone and tablet by an employee for work-related communications. An employee can be reimbursed for charges in the event they go over their personal minutes or data plans due to a work-related need.

If an employee is in possession of company equipment such as cellular phone or tablets, they will be expected to protect the equipment from loss, damage or theft. This may include covering the cost of replacing equipment due to personal negligence (accidental damage, loss of equipment, theft due to equipment not being in personal possession, etc.); this may also include personal liability for any deductibles charged when the equipment loss is covered by insurance. As a general rule, PMA will pay for the first replacement of a damaged/lost cell phone or tablet that is less than two years old; the employee will be held responsible for the cost of replacement equipment for all incidents past the first one due to personal negligence as defined previously. Appeals to covering replacement costs of damage/loss/theft incident after the first replacement may be submitted to the CFO for possible exceptions. Employees will not be held liable for the replacing of equipment due to manufacturing defects as determined by IT.

Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the company-owned cell phone and/or tablet for return or inspection. Upon request, if a personal cellular number was used on company-owned equipment, it will be returned to the employee’s assumption of liability.

**3. Safety Issues for Cellular Phone and Tablet Use** All employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or Tablet’s at all times.

Employees whose job responsibilities include regular or occasional driving and who are using a cell phone (including hands free) or Tablet for business use are expected to refrain from using their phone while driving – use of a cell phone or Tablet while driving is not required by the company. Safety must come before all other concerns. Therefore, regardless of the circumstances, all employees are required to pull off to the side of the road and safely stop the vehicle before placing or accepting a call, reading or sending a text/instant message/email, or doing anything else on a cellular phone/tablet that would divert the driver’s attention from the road. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees who are charged with traffic violations resulting from the use of their phone or Tablet while driving will be solely responsible for all liabilities that result from such actions.

**4. Special Responsibilities for Managerial Staff** As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

The undersigned Employee hereby acknowledges that he/she has read the foregoing Policy and agrees to be bound by and comply with such Policy.

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Employee Signature Date

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Print Name