

<i>EAST PENN MANUFACTURING CO., INC.</i>			
EAST PENN POLICIES AND PROCEDURES MANUAL			
Revision No.:	Effective Date:	Page 1 of 2	Change #
Approved By: Robert D. Harrop		Document No.: EPPM\PERSONAL\NAVITAS	

Company Cell Phone Policy

Scope

This policy is written to cover all employees that require a company cell phone, the use of the phone, and the standard process to request a company cell phone.

Objective

The objective of this policy is to provide clear direction for employees that must use a company provided cell phone to conduct company business.

Eligibility

Employees at a manager level or higher will be provided with a company cell phone if their scope of responsibility merits a company cell phone. Any manager that chooses to use their personal cell phone for company business will not be reimbursed but managers are allowed to maintain their company email on their personal cell phone.

Equipment

On a case-by-case basis, the company will determine, with information supplied by the employee and the supervisor, the appropriate equipment. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The Company Systems accepts no responsibility for damage or repairs to employee-owned equipment. The Company reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The Employee must sign an inventory of all the Company property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all company property will be returned to the company, unless other arrangements have been made.

General procedure

Upon acceptance of a company cell phone, the Employee will use the cell phone for company business purposes only which includes having conversations with suppliers, customers, or

The Company Employees, taking pictures of company related concerns, and accessing company email.

Safety

All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellphones at all times.

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Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving; use of a cellphone while driving is not required by the company. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are required to use hands-free operations or pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area.

Company cell phones and personal cell phones are not allowed to be used on the plant floors unless there is an emergency. If you are on the plant floor and need to use your cell phone, please go to the closest office or cubicle.

Approval Process

A manager, supervisor, or director is required to request a cell phone at least one week in advance of an Employee's hire date. It should be discussed with the Employee whether or not the Employee would prefer to use the Employee's personal phone for company business, and it should be made clear that there is no reimbursement if the employee chooses to do so.

Record of Revisions

Revision #	Revision Date	Description