

## CELL PHONE POLICY

Cell phones in the workplace are a distraction and have the potential to cause serious injury or death. Unauthorized use of cell phones is prohibited at Riverside Contracting. Cell phone use includes verbal conversations, texting, social media, web browsing, etc. This safety policy will be strictly enforced.

It is the policy of Riverside Contracting Inc.:

1. Employees that are issued a company phone are allowed to use their cell phones at work.
2. Authorized personnel may use their phone at work, as their job requires. This includes:
  - a. Lowboy drivers and mobilization operations.
  - b. Long haul operations with limited radio contact.
  - c. Oil Truck Drivers.
  - d. Lime Truck Drivers.
  - e. When authorized by your supervisor.
3. Personal cell phones are to be left in your vehicle while in the workplace.
4. Cell phone use for "clocking-in" or "clocking-out" for electronic time cards is allowed.
5. When not managing electronic time card, cell phones must be in a secure location off of the employee's body (e.g. lunch box or vehicle).

Riverside Contracting understands that special circumstances may require phone contact. Proper protocol must be followed:

1. Notify your supervisor of your situation to get permission to use your cell phone.
2. Make your next-of-kin aware of your Supervisor's phone number. In the event that they need to contact you, they may contact your supervisor.
3. Your supervisor's phone is available to you if you need to make a call.

The purpose of this policy is to provide a SAFE work-oriented environment for all team-members at Riverside Contracting. Safety is the responsibility of EVERY EMPLOYEE, and compliance of safety policies is a condition of your employment.

**CMV Drivers: The Federal Motor Carrier Safety Administration (FMCSA) restricts the use of all hand-held mobile devices by drivers of commercial vehicles (CMVs). Any vehicle used for company purposes with a GVWR over 10,000 lbs (F250+) is a CMV. CMV drivers who use a mobile phone while driving must use a hands-free device. Simply, the rules are: NO REACHING, NO HOLDING, NO DIALING, NO TEXTING, NO READING. It is not only safe practice, it is the LAW, and your job as a CMV driver depends on it.**

I, \_\_\_\_\_, am committed to promoting a safe work environment at Riverside Contracting. I understand the hazards of cell phone use. I understand and will comply with Riverside Contracting's cell phone policy.

I do not drive a CMV.

I drive a CMV (see above).

Signature

Date

Witness

Date

01/2021