

CELL PHONE POLICY

Cell phones are an integral part of everyday life and a necessary tool for conducting business, but they are also a distraction and have the potential to cause serious injury or death. The purpose of this policy is to promote a SAFE, team-oriented work environment by governing use of cell phones in the workplace. Cell phone use includes verbal conversations, texting, emailing, social media, web browsing, gaming, streaming music, etcetera. This policy applies to every employee of Riverside Contracting, Inc. ("Riverside") and will be strictly enforced.

It is the policy of Riverside that:

1. Employees that are issued company phones are allowed to use cell phones at work.
2. Authorized employees may use cell phones at work as required to complete their job duties. This includes drivers carrying out mobilization or other long-haul operations with limited radio contact, and drivers hauling materials such as oil or lime.
3. Employees authorized to use cell phones must remain hands-free when operating vehicles or equipment.
4. Personal cell phones shall not be on the employee's body nor within reach while at work.
5. Employees are required to download and use applications on personal cell phones for electronic timecards, driver-vehicle inspection reports (DVIRs), and electronic logging devices (ELDs). When not managing one of these applications, cell phones must be in a secure location off the employee's body.
6. In exchange for use of personal cell phones to carry out work-related activities, Riverside will reimburse employees \$1.00 per workday. Reimbursement will be nontaxable and issued weekly through payroll.

Riverside 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 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.

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 pounds (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. I understand the hazards of cell phone use. I understand and will comply with Riverside's Cell Phone Policy.

I do not hold a CDL nor drive a CMV.

I hold a CDL and/or drive a CMV (see above).

Signature

Date

Printed Name