**{COMPANY NAME}**

**Cell Phone Policy**

**{COMPANY NAME}** prohibits the use of cell phones on the jobsite for personal use.

It is in the best interest of everyone on the project that the distraction of a cell phone is kept off the jobsite. This policy applies to all field personnel, including operators.

Cell phones may be used on breaks, but must be kept in the break area or employee’s vehicle.

Special circumstances may require the need to have a cell phone while working on the jobsite. In this situation, you need to receive written permission from your supervisor.

In case of emergency, a call can be placed to your jobsite supervisor’s company cell phone, or to the office and the information will be relayed to your supervisor.

**{COMPANY NAME}** employees are prohibited from sending and receiving text messages, checking, sending and receiving email, or using any interactive functions of their cell phone while operating any company vehicle or machinery.

Employees that violate this policy will be subject to disciplinary action up to and including termination of employment. Supervisors that fail to enforce this policy will also be subject to disciplinary action.

By signing this document, I certify that I have read and understand this policy.

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Employee Name Date

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Employee Signature