Distracted Driving and Cell Phone Use Policy

The Company has a zero-tolerance policy regarding the use of mobile electronic devices while driving. Employees are prohibited from using mobile electronic devices for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that holding a mobile electronic device or using one without a hands-free accessory while driving a motor vehicle is a violation of [Massachusetts, Connecticut, or Rhode Island] state law, in addition to being a violation of company policy. It is also a violation of state law to write, send or read any text-based communication (including text messages, instant messages, e-mails or internet data) or to watch, record or broadcast video while operating a motor vehicle.

In addition to the above, employees are also prohibited from engaging in other activities that cause the employee to pay less attention to the road. Other restricted activities include, but are not limited to, eating, drinking, putting on makeup, searching through a handbag or briefcase, and flossing.

Employees must park whenever they need to use a cell phone or engage in other high-risk activities. Generally, stopping on the shoulder of the road is not acceptable. Any violation of this policy will result in disciplinary action up to and including termination.