



**ELECTRONIC MEDIA/COMMUNICATION DEVICES WHILE DRIVING**

In the interest of safety and the protection of [redacted] Associates as well as the motoring public, this policy outlines the use of electronic media/communication devices while driving a vehicle, while in the business pursuits of [redacted]

Associates, whose job responsibilities include regular or occasional driving, are expected to refrain from using electronic media/communications devices while driving.

The safety of yourself and others must come before all other concerns.

Regardless of the circumstances, including slow or stopped traffic, associates are strongly encouraged to pull to the side of the road and safely stop the vehicle before initiating or accepting an electronic media/communication transmission/call. Under no circumstances are associates allowed to place themselves or others at risk to fulfill business needs.

All associates are required to comply with the laws of the states in which they are operating. Associates who are charged with traffic violations resulting from the use of electronic media/communication devices while driving will be solely responsible for all liabilities and/or penalties that result from such actions.

Violators of this policy will be subject to the highest forms of discipline up to and including termination.

For purposes of this policy, electronic media/communication devices are defined as any equipment capable of sending or receiving a signal including voice, text, photo, video, or any other data transmission. This includes, but is not limited to, cell phones, camera phones, satellite communication equipment, text messaging devices, etc.

