



Mobile Device Policy

The Company prohibits the use of all handheld mobile devices including cell phones, smart phones, tablets, personal organizers, or other devices for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Company business. Moreover, all use of company-issued mobile devices, or personally purchased mobile devices used for work-related purposes, must be made in accordance with Company policy including the Technology Use And Security policy, and thereof relating to "Remote Access To Technology Resources".

Employees may use hands-free mobile devices while driving when safe and lawful to do so. Special care should be taken in situations where there is heavy traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Under no circumstances are employees allowed to use text devices to type or review text messages for work purposes while operating a motor vehicle or for personal purposes while operating a motor vehicle during work hours or on Company business.

When applicable, protected concerted activity covered by the NLRA or the particular collective bargaining agreement is *not* prohibited by this policy. This policy in no way prohibits employee communications that are protected under applicable state and federal laws, including, but not limited to, any activity that is protected under Section 7 of the NLRA, which includes the right of employees to speak with others about their terms and conditions of employment. To the extent that any provision of this handbook purports to prohibit conduct that is or is later determined to be otherwise protected under Section 7 of the NLRA, such conflicting provisions will be void.