

Instructions: Give to employee for review.

Cellular Telephones and Two-Way Radios

While at work, we expect our employees to devote their full energy and attention to conducting company business. Receiving personal phone calls or making personal phone calls using company telephones during working hours is not appropriate as discussed below in the section dealing with Personal Telephone Calls. Likewise, employees shall refrain from making or receiving cellular telephone calls or using any two-way radios for non-business or personal matters during working hours. Cellular phones and two-way radios may only be used during an employee's company-established rest or meal period for non-business or personal reasons. Your job duties may require that you use a cellular telephone or two-way radio during working hours. If so required, you will be notified in writing.

If the company provides you with or pays for a cellular telephone or two-way radio for business use, you are required to exercise the utmost care in protecting the telephone or radio from damage, loss or theft. We ask employees to refrain from making or receiving personal calls on company provided cell phones and two-way radios except in emergencies. Employees will be personally liable for the cost of non-business or personal calls and will be subject to discipline, up to and including immediate termination, for incurring personal charges for non-emergency situations.

If your job duties require that you use a cellular telephone or two-way radio during working hours we expect you to use the cellular telephone or two-way radio in a safe manner. You should be aware of circumstances around you while using the cell phone or to avoid accidents or injury while using the cell phone. We prohibit the use of cell phones, whether for calls, emails and/or text messages, or two-way radios for personal or non-business calls while operating a motor-vehicle. We discourage the use of cell phones or two-way radios for business reasons while operating a motor vehicle in performance of your job duties. If you must use a cell phone or two-way radio for business reasons while operating a motor vehicle, you must use a hands-free device and may not use the cell phone or two-way radio in a manner that distracts you while driving.

Employees are strictly prohibited from using cell phones for any improper purpose. Some specific examples of prohibited uses include but are not limited to:

1. Transmitting, retrieving, downloading, or storing harassing messages or images that are offensive, derogatory, defamatory, harassing, off-color, sexual in content, or otherwise inappropriate in a business environment.
2. Taking inappropriate pictures or digital images of another employee, vendor, customer, or other person.
3. Sending, receiving or taking picture or digital images of confidential, private or copyrighted materials without prior authorization. All written records, files, and computer data of the company, of customer and/or of vendors are the property of the company and are considered confidential. No employee is authorized to take pictures or digital images of any confidential information. For purposes of this paragraph, confidential information includes all letters or any other information concerning transactions with customers, proprietary information concerning transactions or dealership purchases, customer lists, payroll or personnel records of past or present employees, financial records of the company, all records pertaining to purchases from vendors or suppliers,

correspondence and agreements with manufacturers or distributors and documents concerning operating procedures of the company.

4. Soliciting personal business opportunities, or personal advertising.
5. Gambling, monitoring sports scores, or playing electronic games.

Violations of this policy may result in disciplinary action, up to and including termination. Employees who misappropriate copyrighted or confidential and proprietary information, or who take or distribute harassing messages, pictures, images or information, may additionally be subject to criminal prosecution and/or substantial civil money damages.