

CELL PHONE POLICY

This policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, sends photographic material, surfs the Internet, or allows for reading and/or sending email messages. The use of cell phones or similar devices for personal reasons is strictly prohibited during working hours. This includes sending or receiving personal text messages or email and visiting social media networking sites. Unless you use personal cell phone or similar device to conduct business, your cell must be set on silent or vibrate only mode during working hours.

The use of cell phones or similar devices, including ear buds are not permitted in the auto shop or body shop. Working on vehicles takes 100% concentration and your undivided attention is mandatory. Employees may use their personal cell phones or similar devices during their lunch period or during authorized breaks. If you choose to use your cell phone or similar device during a break or lunch, please use discretion and be conscious of and courteous to those around you. In some cases, we may require you to leave your phone in your vehicle during working hours.

In the event of an emergency or anticipated emergency that requires immediate attention, an employee may request permission to make or receive personal phone calls or messages during working hours. If such a need arises, speak to your supervisor.

CELL PHONE/TEXTING/EMAIL/DISTRACTED DRIVING IS PROHIBITED

Research indicates that cell phone use while driving is dangerous and in specific circumstances is considered a violation of Michigan law. Accordingly, employees are strictly prohibited from using cellular phone or similar devices while operating company owned vehicles or customer-owned vehicles. This includes texting messaging, surfing the internet, receiving or responding to email, checking for messages, or any other purpose, including purposes relating to your employment or company business. In the event it is necessary to use your cell phone or similar device pull over in a safe location. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Sign: _____ Date: _____