

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.  
GENERAL WORKPLACE POLICY  
BOARD POLICY NO. 211-A**

**NEW POLICY**

**SUBJECT: Cellular Telephone Use**

**OBJECTIVE: This policy outlines the use of personal cell phones at work, the personal use of business cell phones and the safe use of cell phones by employees while driving.**

**1. Personal cellular phones:**

- (a) While at work, employees shall exercise discretion in using personal cellular phones as they do for company phones. Excessive personal calls during the workday, regardless of the phone used, interfere with employee productivity and are distracting to others. Employees are expected to make personal calls on non-work time and to ensure that friends and family members are aware of the cooperative's policy. Flexibility will be provided in circumstances demanding immediate attention.
- (b) The cooperative will not be liable for the loss of personal cellular phones brought into the workplace.

**2. Personal use of company-provided cellular phones:**

- (a) Where job or business needs demand immediate access to an employee, the cooperative may issue a business cell phone to an employee for work related communications. To protect the employee from incurring a tax liability for the personal use of this equipment, such phones are to be used for business purposes only. Business cell phones are furnished under a calling plan with the service provider that includes a specified number of minutes of use each month, as well as limitations on long distance calls. Employees whose personal use of business cell phones in violation of this policy causes the minutes of use and/or long distance charges to exceed the plan limitation will be charged for the cost of such usage, and for any roaming charges incurred as a result of such unauthorized personal use.
- (b) Employees in possession of cooperative equipment, including cell phones, shall protect the equipment from loss, damage or theft. Employees may be required to return business cell phones to the cooperative at any time for inspection. Employees shall return all business cell phones and other cooperative equipment in their possession at the time of their resignation, retirement, or termination of employment, and such employees shall reimburse the cooperative all amounts owed for

unauthorized personal use of business cell phones and for all loss of or damage to cooperative equipment for which they are responsible.

- (c) Two-way radio is the first choice of communication. Phones will be used as backup when the radio is not available.
- (d) Company cellular phones may be used to call supervisors and other employees when the call must be private or radio calls are unanswered.
- (e) When land line is not convenient, company cellular phones may be used to contact contractors and customers.

### **3. Safety issues for cellular phone usage:**

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use shall refrain from using the phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and stopping the vehicle is not an option, employees shall keep the call short, use hands free options if available, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care must be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

- (a) Employees who are charged with traffic violations or subjected to personal liability resulting from the use of a cellular phone while driving are solely responsible for all liabilities that result from such actions.

### **4. Responsibility**

Management staff is expected to serve as role models for proper compliance with the provision of this procedure. Management is encouraged to regularly remind employees of their responsibilities in connection with these procedures. The Manager or his designee will occasionally review cellular phone bills to ensure compliance with this procedure. Violations or illegal use of company-provided cellular phones will be subject to discipline up to and including termination.

**EMPLOYEE'S ACKNOWLEDGEMENT**

**I acknowledge that I have received and read a copy of Employee Use of Cellular Telephones; that I agree to the requirements of the policy, and that I will abide by the policy. I further acknowledge that my failure to abide by this policy may result in disciplinary action, up to and including discharge, depending upon the circumstances involved.**

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

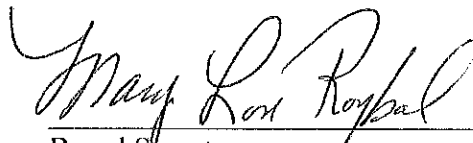
**Location:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The Board shall be responsible for the enforcement of this policy.

Approved: May 26, 2009  
Effective: May 26, 2009

  
\_\_\_\_\_  
Board Secretary