



Making The World A Safer Place One Company At A Time

Your Company Name

Date

We deeply value the safety and well-being of all employees. Due to the increasing number of accidents resulting from the use of cell phones while driving, and Kentucky and Indiana state texting laws, we are instituting a cell phone policy.

1. Employees are not permitted to use a cell phone, either handheld or hands-free, while operating a motor vehicle on company business and/or on company time.
2. Employees are not permitted to read or respond to e-mails or text messages while operating a motor vehicle on company business and/or on company time. (This includes while waiting at stop lights).
3. This policy also applies to use of PDAs, MP3 players and any other electronic devices.
4. While driving, calls cannot be answered and must be directed to voice mail.
5. If an employee must make an emergency call (911), the vehicle should first be parked in a safe location.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

Employee Signature

Date

*First Aid * Fire Protection * Safety * Security * Training*
For The Workplace

Meiners Medical & Safety Services

11864 Capital Way Louisville, KY 40299

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