



AGENTIS
SAFETY DEVELOPMENT

DISTRACTED DRIVING BAN

All employees must refrain from using cell phones, other electronic devices or participating in any activity that may distract them from safely operating a motor vehicle.

Using cell phones or other electronic devices while driving leads to increased risk of accident and liability to the company and the employee. Even if federal, state or local laws do not ban cell phone use, employees are expected to adhere to this policy.

- ✦ Employees are not permitted to make or accept any phone calls while driving, even if using a hands free device. All calls received while driving must be sent to voicemail.
- ✦ Employees are not permitted to read or respond to e-mails or text messages, while operating a motor vehicle (in motion or stopped in traffic) on company business and/or
- ✦ Employees are not permitted to use the Internet (including mobile applications and social media), while operating a motor vehicle (in motion or stopped) for any company business and/or on company time.
- ✦ This policy also applies to the use of all other electronic devices including but not limited to PDA's, MP3 players, iWatches, wearable electronics, tablets and laptop
- ✦ Employees are never permitted to use headphones while driving.
- ✦ GPS Devices are permitted, so long as the navigation is set prior to driving, and the GPS is secured in a safe place that does not obstruct the driver's view of the road.
- ✦ Employees should check for messages before driving and respond to urgent messages before they start to drive.
- ✦ Employees must avoid activities that can take their hands off of the steering wheel or eyes and attention off of the road, including, but not limited to: reading, taking notes, looking up phone numbers, eating, drinking, loading or unloading CD's, and changing
- ✦ Employees are expected to follow this company policy, even if federal, state or local traffic laws permit cell phone use.

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