**USAGE OF ELECTRONIC EQUIPMENT WHILE OPERATING A MOTOR VEHICLE**

**This policy applies to the use of a wireless phone, PDA, Blackberry, or similar device by all employees during working hours or when operating a Company vehicle.**

**Any employee who, in the course of performing his or her job functions, finds it necessary to use a electronic equipment must do so in a safe and prudent manner. If the employee operates a motor vehicle, the vehicle must be stationary and in "park" before initiating the cellular call or using an electronic assistant. Usage is never permitted in a moving vehicle. All necessary usage should be made either before leaving the previous location or after arriving at the next destination and, in this regard, only after the vehicle is stopped and the gear in "park." If a wireless phone call is received while an employee is operating a motor vehicle, the employee should either pull over onto the shoulder of the road and place the vehicle into "park," or, preferably, the employee will drive into an appropriate parking location and then place the vehicle in "park" before engaging the phone call. Only business calls are permitted on wireless phones provided to an employee by Company. GPS programming should never occur while the vehicle is in motion. Violation of this policy may result in disciplinary action, up to and including termination.**