**Wireless Telephone Usage Policy**

Personal Wireless Calls: Use of personal cell phones is discouraged during business hours. Telephones are available at workstations for conducting company business. Personal calls, although they should be kept to a minimum, may also be conducted on workstation telephones.

If you must keep your cell phone turned on during business hours, please put it on silent or vibrate mode. It is never appropriate for a cell phone to ring in front of a customer, and an employee should never answer a cell phone when he/she is with a customer. Personal calls should never interrupt customer service. The customer comes first at all times.

Wireless Calls in Vehicles: This Policy applies to the use of a wireless phone (or any other technology that can be used in a moving vehicle and can be potentially distractive to the driver) by all employees operating a motor vehicle during work hours and/or during the performance of their job duties and responsibilities.

Any employee who, in the course of performing his or her job duties and functions, finds it necessary to use a wireless phone or other device 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 or receiving any telephone call or otherwise using a wireless device. A wireless phone and/or device use is never permitted in a moving vehicle. Use of wireless phones and/or devices while driving a motor vehicle is outside of the scope of any employee’s job duties, functions, responsibilities and/or the Company’s expectations of your position.

When driving, any business call (regardless of whether on a wireless phone) must be made either before engaging a vehicle’s gear or only after the vehicle is stopped and the gear is placed in “park.” If a wireless phone call is received while an employee is operating a motor vehicle, prior to answering the phone call, the employee should either pull over onto the shoulder of the road and place the vehicle in “park,” or, preferably, the employee should drive to an appropriate parking location and place the vehicle in “park.” Only business calls are permitted on wireless phones provided to an employee of our Company.

Any violation of this Policy may result in disciplinary action, up to and including the immediate termination of employment.