

## **Electric City, Inc. Mobile Communication Device Safety Policy**

The company has a paramount obligation and responsibility to institute policies and procedures which direct and stimulate employees to avoid unsafe or unhealthy activities. Additionally, we have an obligation and responsibility to protect the community from the adverse effects of employee indiscretion. Potentially, an employee indiscretion exposes the company to civil liability and substantially threatens the company's financial resources. Because of overwhelming obligations, responsibilities and concerns, this policy is established and implemented.

Safe motorized vehicle or equipment operation requires vigilance. An objective personal evaluation will cause agreement with numerous investigative research studies that unequivocally indicate that simultaneous mobile communication device utilization and motorized vehicle or equipment operation is extremely dangerous and must be avoided.

This policy is applicable to the operation of a mobile communication device that is owned by the company and provided for an employee's utilization and to an instrument that is owned by an employee and available for potential utilization while conducting company business and/or performing work-related activities.

- \* During motorized vehicle or equipment operation and during the performance of job site work activities, Electric City personnel will comply with the following mandates:
  - \* Mobile communication device utilization shall be reduced to the lowest possible level and exclusively performed in a safe location.
    - \* Recreational or casual conversation or "text message" reading or writing shall be avoided.
      - \* "Voicemail" system utilization is recommended.
  - \* During the performance of vehicle or equipment operation, reading or writing a "text message" is prohibited.
  - \* Reading or writing an authorized "text message" must be completed in a safe job site location and/or when relevant vehicle or equipment operation is suspended.
- \* Mobile communication device operation is prohibited:
  - \* During the performance of a challenging operational maneuver.
  - \* When exposed to an adverse weather caused operational condition.
  - \* During combined vehicles operation.
- \* Mobile communication device utilization is restricted to non-congested traffic areas.
- \* Utilization of a communication device's photographic feature is restricted to business-related operation.
  - \* Composition, storage and/or transmittal of illicit, immoral, voyeuristic, provocative, salacious, degrading or any other inappropriate image or transcript is prohibited.