



CELL PHONE USE POLICY

Please read the Distracted Driving Policy, sign and return to your supervisor.

In order to increase employee safety and eliminate unnecessary risks behind the wheel, **Altitude Energy LLC** has enacted a Distracted Driving Policy, effective February 2018. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a company vehicle or using a company-issued cell phone while operating a personal vehicle:

- Company employees may not use a hand-held cell phone while operating a vehicle - whether the vehicle is in motion or stopped at a traffic light.
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - o Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
 - o Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.
- Consequences of not following this policy will result in being written up and/or possible suspension depending on circumstances and manager discretion for any repeat offenses.

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature: _____

Printed name: _____

Date: _____