

Sample Cell Phone Safety Policy

(Company Name) is aware that employees currently use their cell phones for business purposes and may be doing so while driving in their personal or company vehicle.

Due to research that indicates that cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk, according to some studies, (Company Name) prohibits employee use of personal cellular phones or similar devices, for business purposes related in any way to our company, while driving.

This prohibition of cell phone or similar device use while driving includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company related activities not named here while driving.

We recognize that other distractions occur during driving, however curbing the use of cell phones, while driving, is one way to minimize the risk of accidents.

- You may not use your cellular phone or similar device to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email while driving if you are in any way doing activities that are related to your employment.
- You are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device.
- Engaging in company business using a cell phone or similar device while driving is prohibited.

Employees who violate this policy will be subject to disciplinary action, up to and including termination.

Employee Signature

Date

Supervisor Signature

Date