



AGENTIS
SAFETY DEVELOPMENT

DISTRACTED DRIVING BAN

All employees must refrain from using cell phones, other electronic devices or participating in any activity that may distract them from safely operating a motor vehicle.

Using cell phones or other electronic devices while driving leads to increased risk of accident and liability to the company and the employee. Even if federal, state or local laws do not ban texting and driving, employees are expected to adhere to this policy.

★ Employees are not permitted to read or respond to e-mails or text messages, while operating a motor vehicle (in motion or stopped in traffic) on company business and/or company time.

★ Employees are not permitted to use the internet (including mobile applications and social media), while operating a motor vehicle (in motion or stopped) for any company business and/or on company time.

★ This policy also applies to the use of all other electronic devices including but not limited to PDA's, MP3 players, iWatches, wearable electronics, tablets and laptop computers.

★ GPS Devices are permitted, so long as the navigation is set prior to driving, and the GPS is secured in a safe place that does not obstruct the driver's view of the road.

★ Employees should check for messages before driving and respond to urgent messages before they start to drive.

Employees are permitted to use a hands free device to talk on their cell phone. Hands free calls must be completely hands free, meaning that your phone cannot be touched

in order to place, alter or end the phone call. Employees are not to participate in conference calls or any call that will require note taking or information gathering while driving.

★ Hands free systems must be fully functioning Bluetooth or equivalent technology systems.

★ Employees are never permitted to use headphones while driving.

★ Employees must avoid activities that can take their hands off of the steering wheel or eyes and attention off of the road, including, but not limited to: reading, taking notes, looking up phone numbers, eating, drinking, loading or unloading CD's, and changing radio stations.

Though federal, state and local laws permit hands free talking on their cell phone, we strongly recommend employees limit their talk time for every conversation, and only accept calls that require immediate attention. If a call is going to take time or require your full attention, terminate the call and resume when your car is safely put in park.

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