



Effective Date: 1/21/2021
Revision Date: NA

Cellular Telephone and Mobile Device Policy (Personal Devices)

Purpose

Using Mobile Devices in manufacturing facilities for verbal communications and other functions, including but not limited to text messaging, internet access, listening to music and digital photography, may cause safety hazards by distracting the user from their environment, potentially resulting in personal injury or property damage. The use of such devices also poses a potential threat to the Company's confidential and trade secret information and practices. Therefore, the purpose of this policy is to provide guidance regarding the appropriate use of personal Mobile Devices. "Mobile Device" means any mobile device that is personally owned by an employee (and not by the Company), including but not limited to cellular telephones, smartphones, tablets, or wearables.

Other Relevant Policies

This policy supplements and does not supersede the Company's policies regarding general use of electronic devices, non-discrimination, harassment and anti-retaliation, business expenses and confidentiality of Company information.

Policy

All employees of the Company, must limit their Mobile Device use once on the premises of its facilities, consistent with this policy. Although the Company permits employees to bring Mobile Devices into the workplace, employees are expected to remember that working time is for work. Therefore, employees in the Company's facilities are expected to minimize usage of Mobile Devices during working hours and avoid any distractions to coworkers and avoid any disruption to their substantive work or work productivity. Employees must comply with their managers' directives in this regard and cease use if it is determined that the use is interfering with their work or work productivity or distracting coworkers. Further, Mobile Device usage may be completely barred in certain areas of the facilities if management determines that usage of Mobile Devices would cause a potential risk to safety or health of the employees or coworkers. Employees may use Mobile Devices on authorized breaks or non-working time or in the case of emergency.