



## TLC Employee Cell Phone Use Policy

### ***Purpose:***

The purpose of this cell phone policy is to create a safe, appropriate and productive work environment. This policy applies to both incoming and outgoing cell phone calls as well as other usages.

### ***Scope:***

This policy applies to all Taylor Davis Landscape and Construction employees.

### ***Policy and Procedure:***

1. Cellular phones shall be silenced or turned off or set to the silent mode during work or any jobsites in which incoming cellular calls might disturb normal workflow.
2. Management, foremen or crew leaders may leave their phones on in order to allow correspondence from management.
3. Non-business related cell phone usage is not permitted during work hours except in case of emergencies.
4. Employees can use personal cellular phones while at work on a temporary basis during breaks or lunches. If the employee's personal cell phone use causes any unsafe conditions, disruptions or loss in productivity the employee might become subject to a disciplinary action per company policy.
5. If an employee is operating a company vehicle and receives a call on a cellular phone, the employee can answer, but must use a hands-free device or will ask the caller to hold and put the cellular phone down and pull over to the side of the road or into a parking lot or any other safe location to respond to the call.

***Important: Failure to follow this policy could result in disciplinary action up to and including termination.***

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Employee's Signature

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Date