



HEKTOEN INSTITUTE LLC POLICY & PROCEDURES FORM

POLICY TITLE: CELL PHONE TEXTING WHILE DRIVING

POLICY NUMBER: 00024

REVIEWED & REVISED: 05/01/2012

POLICY:

All employees are required to be familiar with and comply with local laws before using a wireless devices while operating a motor vehicle for business purposes. Employees whose job responsibilities include regular or occasional driving and who are issue a cell phone device for business use are expected to refrain from using their phone to text, received or place calls, surf the web, email or instant message or to take pictures or video while operating a motor vehicle.

EMPLOYEES AFFECTED: All HEKTOEN Staff

PROCEDURES:

Regardless of the circumstances, including slow or stopped traffic, employees are required to pull into a rest area or parking lot and safely stop the vehicle before placing or accepting a call or use hands-free operations. Special care should be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area.

Employees who are charge with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Violations of this policy will be subject to the highest forms of discipline, including termination.

Approved by: _____

A handwritten signature in black ink, appearing to be "D. S. R.", written over a horizontal line.

Date: _____

9/10/12

Job Title: _____

ADMINISTRATOR