

MSD's Policy on Distracted Driving and the Use of Electronic Devices While Driving or When on the Worksite

MSD recognizes that the use of electronic devices while driving and when on the worksite may expose team members using the device and other team members to significant safety hazards. MSD also is aware that OSHA has identified texting while driving and distracted driving as recognized hazards of employment, causing or likely to cause death or serious physical harm. In light of both of these concerns, MSD has implemented the following policy to govern the use of cell phones (which include "smart phones,") tablets and other electronic communication devices while you are working for MSD.

Cell Phones

Cell phones shall not be used by team members for any purpose, while driving a company vehicle during business hours or non-business hours. This includes all cell phone use (including personal cell phones) when driving during business hours. This rule also prohibits cell phone use while driving during business hours, even if driving the team member's personal vehicle.

Business calls shall not be placed or answered on personal or company owned cell phones when driving, at any time, even outside of normal business hours. Non-business calls shall not be placed or received on company owned cell phones while driving any vehicle at any time, even after business hours.

When a cell phone call is received while a team member is driving during business hours, the team member shall allow the call to go to voice mail. If the team member is at a location at which he/she can safely pull off the travel portion of the road, he/she may do so to listen to the voicemail and return the call.

Team members shall not place outgoing telephone calls while driving during business hours, even if the team member has access to a hands-free device.

Hand-free devices may be used by team members to **receive** cell phone calls while driving during business hours as long as the call can be answered by the team member without requiring the team member to take his/her eyes off the road for ANY time. When hands-free devices are permitted, they still may not be used in bad weather, construction zones, or heavy traffic. In bad weather, construction zones, or heavy traffic the team member shall cease his/her hands-free telephone call and either pull off the road to a safe area to complete the call or return the call after reaching his/her destination.

Texting While Driving

Texting or emailing is **NEVER** permitted by any team member of MSD while driving during working hours. This prohibition is not limited by the nature of the text or email message. This prohibition includes reading text or email messages, typing text or email messages and/or sending text or email messages. As with cell phone usage, this prohibition extends to any form of text messaging or emailing for a business related purpose even after business hours.

No one shall establish any goals or incentives that either necessitate or encourage the use of text messaging or emails while driving at any time. Any team member establishing any goals or objectives contrary to this rule will be subject to disciplinary action up to and including termination for the first offense.

Use of Cell Phone or Tablets During Business Hours

Because of the potential hazards that can arise from the use of cell phones, and electronic tablets on job sites, MSD prohibits their use in any active work zone, except in an emergency situation that necessitates a call for 911 assistance. Team members may use the afore referenced electronic device for personal use during scheduled breaks, but only if breaks are taken away from active work zones. Team members may use the afore mentioned electronic device for business use provided they are stationary and removed from any recognized hazards.