



Oldcastle®
Materials

Mobile Phone/Electronic Device Usage Policy Oldcastle Materials, Inc.

Mobile phones and certain electronic devices are important tools, but there are situations in which we must restrict their use to keep ourselves and those around us safe. This policy addresses the use of all mobile electronic devices at work, including but not limited to mobile phones, laptop computers, mp3 players, iPods, tablets, etc.

Mobile electronic device use must not distract you from your duties while on the job. Mobile electronic device usage includes phone conversations, texting, emailing, listening to music and other activities that can cause a distraction.

While communication is essential to our work, there are times when the use of mobile electronic devices is prohibited or limited.

- Reviewing e-mails or text messages while driving is prohibited.
- Using mobile electronic devices while operating mobile equipment is prohibited. (Mobile electronic devices may be used only for navigation and voice communication while the equipment is in motion. Only communication that requires a single button push to start while the equipment is in motion is allowed otherwise mobile electronic devices may only be used when the equipment is parked in a safe location, not in motion, not in an operating gear and with all loads and attached machinery secured. The mobile electronic device should be mounted/fixed so that it doesn't require the operator to turn his or her head to view the screen, thus taking their eyes off the road.)
- No employee shall use an electronic device when they are crossing traffic routes, engaged in safety sensitive work, or in areas where the site rules strictly prohibit them.
- Cell phone usage while driving should be limited – exercise caution, be brief and utilize a hands-free system.
- Use of electronic devices and two-way radios at a plant, operations facility or jobsite should be limited – utilize secure locations that are physically removed from all distractions and areas of potential hazards.

Violation of any part of the company policy may result in disciplinary action which may include a warning, loss of company vehicle use, suspension, or termination.

Each OMG company should use this policy as a minimum guideline for protecting their employees.