

Ergon, Inc.

Manual ID: Ergon, Inc. Quality Management Systems Manual

Level of Use: Information Use

Document #: EQS-PO-011.01

Issue Date: December 21, 2012

Revision Date: August 9, 2018

Mobile Device And Distracted Driving Safety Policy

Summary of Revisions

Location	Description of Change
9.0	Changed authority signature

NOTE

Each employee should read the Mobile Device and Distracted Driving Safety Policy, sign, and return a copy on the acknowledgement page to Corporate Risk Management.

1.0 Purpose -

Motor vehicle crashes are among the top two causes of accidental death throughout a person's lifetime. They also are the No. 1 cause of work-related death, according to U. S. Department of Labor statistics. In recent years, distracted driving has joined alcohol and speeding as a leading factor in fatal and serious injury crashes.

Ergon cautions all employees to recognize the necessity of giving full attention to the task of driving and to avoid any distracting activity while driving. Among those distracting activities is the use of mobile devices. The purpose of this Policy is to set forth expectations regarding the use of mobile devices and distracted driving safety for any employee of Ergon, Inc., or its subsidiaries who operates any vehicle on company business.

2.0 Scope -

This Policy applies to all employees of Ergon, Inc., and its subsidiaries.

3.0 Effective Date -

This policy shall be effective January 1, 2013.

4.0 Definitions -

Driving" means operating a Vehicle any time other than when legally parked.

Ergon, Inc.

Manual ID: Ergon, Inc. Quality Management Systems Manual

Level of Use: Information Use

Document #: EQS-PO-011.01

Issue Date: December 21, 2012

Revision Date: August 9, 2018

Mobile Device And Distracted Driving Safety Policy

“Driving Distractions” means any activity that would reasonably be expected to distract a driver’s attention away from driving and safely operating a motor vehicle. Driving Distractions may include, depending on the circumstances, actions as simple as reaching for objects, eating or drinking, if doing so would tend to distract the driver’s attention.

“Mobile Devices” include all smartphones; other mobile/cellular phones; tablet computers (iPads, Microsoft Surface, etc.); e-readers; portable media devices; PDAs; portable gaming devices; ultra-mobile PCs (UMPCs); and laptop/notebook computers.

“Prohibited Mobile Device Use” means the use of any Mobile Device for writing, sending, or reading any text-based communication while Driving a Vehicle. This includes, but is not limited to, all texting, e-mail access, and internet access.

“Vehicle” means (a) any motor vehicle owned, rented or leased by Ergon, Inc., or one of its affiliated companies; or (b), any motor vehicle owned, rented or leased by an employee to the extent employee is conducting company business while Driving. Receiving or making business-related calls, texts, e-mails, or other communication is considered conducting company business.

5.0 Policy -

No employee shall use any Mobile Device for writing, sending, or reading any text-based communication while Driving a Vehicle. This includes, but is not limited to, all texting, e-mail access, and internet access (“Prohibited Mobile Device Use”).

Employees must adhere to all federal, state, and local laws, rules, and regulations concerning the use of any Mobile Device while driving. Each employee is responsible for knowing the state and local laws wherever he or she may drive. In the event that an employee does not know the state and local laws, it is best practice for an employee to refrain from use of his or her Mobile Device. Information regarding applicable law can be found at the following website:

http://www.ghsa.org/html/stateinfo/laws/cellphone_laws.html.

The best practice is to avoid use of a Mobile Device while Driving a Vehicle except in the event of an emergency or if it is not safe to pull off the road. If a Mobile Device is used for purposes other than any “Prohibited Mobile Device Use,” the use of a hands-free Mobile Device is strongly encouraged. If a Vehicle is not equipped for hands-free use of a Mobile Device, an employee may

Ergon, Inc.

Manual ID: Ergon, Inc. Quality Management Systems Manual

Level of Use: Information Use

Document #: EQS-PO-011.01

Issue Date: December 21, 2012

Revision Date: August 9, 2018

Mobile Device And Distracted Driving Safety Policy

request adaptive equipment for his/her company-owned Mobile Device from the Business Support Center.

Even with hands-free functionality, use of a Mobile Device while Driving can cause unnecessary distractions and pose a safety risk, and all employees should exercise caution and good judgment with regard to any such use.

Employees who use a Mobile Device are expected to adhere to the following policy guidelines:

Policy Guidelines for Safe Driving:

1. Obey all traffic signs and signals and stay within the speed limits. Driving is your priority. Your greatest responsibility is the safety of other drivers, pedestrians, and passengers.
2. Make every effort to avoid Driving Distractions. Never take notes while driving. If you must take or make a call and such call is distracting or reading or writing is required, you should locate a safe place to legally park.
3. Exercise extreme caution in the use of Mobile Devices while Driving.
4. Use GPS directional units or other navigational devices only if the device is set before you begin Driving. The device should not be altered while Driving.
5. Be knowledgeable of and know how to use the features of all Mobile Devices.
6. Where possible, configure Mobile Devices so dialing or answering a call is voice-activated or limited to pressing a single button.
7. Make every effort to position a Mobile Device so you can access it without reaching, stretching, bending over, or maneuvering out of a seated driving position while properly restrained by a seat belt.
8. If you participate in a call while Driving, tell the person with whom you are speaking that you are driving and may have to end the conversation abruptly.
9. Stop the conversation during hazardous driving conditions, including high pedestrian traffic, congested traffic, or severe weather conditions.

Ergon, Inc.

Manual ID: Ergon, Inc. Quality Management Systems Manual

Level of Use: Information Use

Document #: EQS-PO-011.01

Issue Date: December 21, 2012

Revision Date: August 9, 2018

Mobile Device And Distracted Driving Safety Policy

10. Avoid or limit stressful or emotional conversations.
11. Make every effort to keep any necessary conversations brief.
12. Refrain from placing or receiving unnecessary calls. Allow voice mail to handle your calls and return calls when it is safe and convenient.
13. Use good judgment in the use of Mobile Devices while Driving. Factors to consider are your personal driving skill and experience level and how familiar you are with the Vehicle and with the area. Actively compensate for potential distractions by moving to slower travel lanes, increasing your following distance, and frequently checking your mirrors to assess the immediate driving situations.
14. Be aware that pulling to the side of a highway may not be allowed under applicable laws. Due to possible illegality and/or added danger while pulling off or pulling back on to the highway, employees are encouraged to locate a rest area, designated parking area, or other safe location to operate a Mobile Device.

6.0 Enforcement -

Adherence to Ergon's Mobile Device and Distracted Driving Safety Policy is the responsibility of each and every employee. An employee-passenger has the right to request an employee-driver to obey the Policy. Not only managers, but all employees are individually responsible for setting a personal example in the use of Mobile Devices while Driving. In the event of a motor vehicle accident, Ergon will review Mobile Device usage records to determine if the employee was using a Mobile Device at the time of the accident.

7.0 Disciplinary Action -

Violations of Ergon's Distracted Driving Policy may result in disciplinary action at the discretion of management and will be handled in accordance with the Progressive Corrective Action Policy set out in the Ergon Employee Handbook. Second Level Warning and Final Warning disciplinary actions may include, but not be limited to, surrender of any company-owned and issued Mobile Devices or forfeiture of driving privileges. As the final step in the Progressive Corrective Action process or in the event of a serious violation, disciplinary action may include termination of employment.



Ergon, Inc.

Manual ID: Ergon, Inc. Quality Management Systems Manual

Level of Use: Information Use

Document #: EQS-PO-011.01

Issue Date: December 21, 2012

Revision Date: August 9, 2018

Mobile Device And Distracted Driving Safety Policy

ACKNOWLEDGEMENT: BY SIGNING BELOW, YOU ACKNOWLEDGE RECEIPT OF THIS NOTICE, THAT YOU UNDERSTAND THE POLICY SET FORTH HEREIN, AND THAT YOU AGREE TO COMPLY WITH THIS POLICY AND ANY AND ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS, RULES, REGULATIONS, AND ORDINANCES REGARDING USE OF MOBILE DEVICES WHILE OPERATING A VEHICLE ON ERGON COMPANY BUSINESS. YOU FURTHER UNDERSTAND AND AGREE THAT FAILURE TO COMPLY WITH SUCH APPLICABLE PROHIBITIONS OR LIMITATIONS MAY RESULT IN DISCIPLINE, INCLUDING, BUT NOT LIMITED TO, TERMINATION OF EMPLOYMENT.

Employee Name (Printed)

Signature

Date

8.0 Affected Areas -

All Ergon Companies

9.0 Authority -

A handwritten signature in blue ink, appearing to read "Kris Patrick", is written over a horizontal line.

Kris Patrick
Executive Vice President & COO