

Electronic Devices

Policy

Electronic devices must be used only to further the company's business interests. Any data stored or recorded on electronic devices, regardless of its nature, belongs exclusively to the company. Individuals who access or use electronic devices to perform business are hereby notified that they have no expectation of privacy in the data that is sent, received, or stored on the electronic devices. All work performed on an electronic device shall be in compliance with company policy.

General Use of Electronic Devices

Where a business need exists, the company may provide electronic devices or allow the use of approved electronic devices owned by third parties. Electronic devices, regardless of ownership, are required to contain monitoring and control software allowing authorized employees to access company data on the electronic device. Users will be required to accept the terms of an Electronic Device agreement (and any terms of usage as modified or revised) before using personal electronic devices.

Monitoring

The company reserves the right to access and disclose (as compelled) any information on electronic devices used for company business. The company also reserves the right to monitor and record all user activity, including Internet activity and network traffic, on electronic devices without the prior permission of the users (employees and contractors). Users hereby acknowledge that they have no expectation of privacy. The company reserves the right to review the logs, which might result in direct monitoring or review of a user's activity on the electronic devices. Only the Chief Technology Officer or their designee may authorize access to company or personal electronic devices, including any password that restricts access.

This access could result in incidental access to personal information unrelated to the purpose of the inspection. The company may, as compelled, release information on personal devices to government agencies or third parties when required.

Separation of Employment

Users are required to surrender all electronic devices owned by the company and any passwords used to access information contained on the company's electronic devices immediately upon separation. In order to maintain business continuity upon separation, regardless of the reason, of a user's employment, the company reserves the right to review a former user's electronic devices, transfer the former user's electronic devices to another user for review or use, place an outgoing message on a former user's email for a period of time, or otherwise deactivate the former user's electronic devices.

Use of Electronic Devices while Performing Safety-Sensitive Work

Users are prohibited from using electronic devices (whether using hands-free accessories or not) while driving personal, rental, or company vehicles for company business or while performing safety-sensitive work, including work in flammable atmospheres. Users must also adhere to manufacturer instructions and all federal, state,

and local laws, rules, and regulations regarding the use of electronic devices while driving and while performing work on behalf of the company.

Global positioning systems (GPS) may be used as a navigation aid. GPSs should only be programmed by a motor vehicle operator when the vehicle in which the device is being used is stopped. Passengers may program GPSs at any time as long as those actions do not distract the motor vehicle operator or interfere with the safe operation of the motor vehicle.

Users who perform work of a safety-sensitive nature may use electronic devices while on breaks, provided such use is not otherwise prohibited by law, other company policies, or the customers' rules.

Federal, State, and Local Laws and Regulations

Users are expected to comply with specific federal, state, and local laws and regulations concerning the use of electronic devices in all geographical locations. To the extent such laws or regulations are more restrictive than those contained in this policy; users must comply with the more restrictive standards. Users must report to their supervisor within a reasonable amount of time any citations they receive related to electronic device use while conducting company business. Users who receive citations for violations of federal, state, or local laws concerning the use of electronic devices shall be responsible for any fines or penalties and could be subject to corrective action, up to and including separation of employment.

Customer's Rules and Regulations

To the extent our customers have rules related to the use of electronic devices that are more restrictive than those provided in this policy, users must adhere to the customers' rules when performing work on the customers' premises.

Use of Electronic Devices in Emergency Situations

Users are permitted to use electronic devices only in those limited circumstances where the electronic device is needed to contact emergency medical services or law enforcement to respond to an emergency situation, and it is not possible to stop the motor vehicle or the safety-sensitive work due to an immediate safety hazard.