



P.O. BOX 444
NEWBURGH, IN 47629
PHONE: (812) 853-9558 / FAX: (812) 853-9578

"Building Roads and Bridges for America"

To: Ragle Employees
Re: **Cell Phones Usage in the Work Field**

To all Employees:

The following policy for Cell Phone usage will be implemented immediately:

1. **No cell phone usage is allowed in Ragle, Inc. vehicles unless it is hands free**
2. **No texting on any cellular device is allowed in Ragle, Inc. vehicles**
3. **If cell phones are used for work, all cell phone calls are to be done while completely pulled off the road and in a parked position. Do NOT answer the cell phone while driving unless it is connected to a hands free device.**
4. **Cell Phones on equipment is to be used only when company personal is calling and machine or equipment is at a complete parked position.**
5. **All personal calls will be limited to personal time only. That means only on lunch and before/after work hours. You are not allowed to answer personal calls during work hours due to safety on Ragle, Inc. jobsites.**

Any mis-use of this policy will be treated as a violation of safety and can be grounds for dismissal.

I, _____, understand and fully commit to following the Cell Phone policy implemented in the above statement. I understand that the mis-use of this policy can and will be treated as a safety violation and can be grounds of dismissal. I also understand that any tickets obtained by wrongful usage of cell phones while driving will be personally taken care of, Ragle, Inc. will not have responsibility for reimbursement for any tickets regarding driving and wrongful use of cell phones.

Signature

Date