**CELL PHONE POLICY**

**PURPOSE:** In order for our operations to run smoothly, the use of cell phones is not permitted in the operations area. The use of personal cell phones causes disruptions and decline in productivity.

**DEFINITIONS:**

1. Operations area: the production floor, pipe shop, and shipping and receiving departments
2. Personal cell phone: any cell phone not provided by the company for the use of company business

**GUIDELINES:**

1. While in the operations area, personal cell phones are not to be used to make or receive phone calls, send or read text messages, check email, use apps, or any other reason except as a music listening device.
2. Cell phones are only permitted to be used in the operations area as a music listening device.
3. When using a cell phone as a music listening device, at least one ear must remain unrestricted by headphones and/or earbuds at all times.
4. All emergency calls from outside to an employee need to go through the front desk or the supervisor’s desk phone.
5. Cell leads and Shift leads are permitted to use personal cell phones in the operations area to conduct MTS related business.

**CORRECTIVE ACTION:** Any supervisor or manager who sees an employee using a personal cell phone for any purpose other than as a music listening device, is authorized to start disciplinary action. Corrective action is not limited to the employee’s direct supervisor or manager.

**Guidelines for Cell Phone Policy Corrective Action Process:**

First occurrence – verbal warning

Second occurrence – written and final warning

Third occurrence - termination