



All Mobile Devices that are paid for by Climate Engineers, Inc. ("Company") are the property of Climate Engineers, Inc. and the employee is responsible for ensuring the appropriate use of the Mobile Devices such as but not limited to Cell Phones, iPads, Hot Spots, etc., and responsible for the security and safe keeping of the Mobile Devices as outlined in this policy. Employees not using a company provided devices but using personal devices must comply with all program policies that pertain to company information on personal devices.

### **COMPANY ISSUED CELL PHONES**

The Company may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters.

Cell phones issued by the Company are Company property. Employees must comply with Company requests to make their Company-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the Company for any reason must turn in their Company-issued cell phones.

### **SECURITY OF COMPANY ISSUED CELL PHONES**

Employees are responsible for the security of Company-issued cell phones and the information stored on them. Always keep your cell phone with you when traveling; never leave it unattended in your car or hotel room. If your Company-issued cell phone is lost or stolen, notify the Office Manager immediately. Never store confidential Company information on a cell phone.

When using a cell phone, remember that your conversations are not necessarily private. Those around you can hear your end of the conversation. To protect the confidentiality of Company information, please make cell phone calls in a private place.

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### **CELL PHONES IN THE WORKPLACE**

Attempting to use your phone for texting, updating social media, or filling out time cards while performing any type of job function or driving is dangerous and is not permitted. Although it is allowed for employees to bring their personal cell phones to work, we expect employees to keep personal conversations to breaks and lunch. If using cell phone to record time card, ensure you are stationary and away from any potential hazards. No one is authorized to walk around job sites or shops while looking at their phone even if it is for work related issues.

Employees must turn off their cell phones or leave their phones elsewhere while in meetings, presentations, or trainings. Employees must also turn off their cell phones or leave their phones elsewhere while meeting with clients or serving customers. Also, employees should turn off ringers or change ringers to "mute" or "vibrate" if an employee shares a workspace with others.

### **CELL PHONES AND EMERGENCY CONTACT**

Of course, employees may need to be reached for an actual emergency and are permitted to take these calls. Make sure your family and friends know how you may be contacted in the event of a true emergency. Please let the office or your direct supervisor (who has been authorized to carry a phone during work hours) know if you will be expecting phone calls (ex: birth of a child is to be expected any day). At that point, the office will page you or have a call to the direct line of the supervisor, who will then come get you from your workstation. When taking calls, employee should remove themselves from the work area and go to a safe area to take the call.

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Don't use the excuse of needing to be reached in an emergency as a reason to violate company policies limiting phone use.

### **CELL PHONE USE WHEN PERMITTED**

If personal cell phone must be used, inform your direct supervisor of the need. Personal cell phone use, even when permitted, must occur in a safe location and never include language that is obscene, violent, intimidating, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability). This also applies for any person making calls with a Company provided phone.

### **CELL PHONE USE AND PRIVACY**

The use of cameras on cell phones during work time is prohibited to protect the privacy of the company, fellow employees, and our customers. This applies to both shops and job sites.

### **CELL PHONE USE AND SOCIAL MEDIA**

Social media can mean many things, and includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with the company, as well as any other form of electronic communication, including but not limited to Facebook, Twitter, Tumblr, Flickr, Instagram, etc.

You are entirely responsible for what you post online. Content pertaining to sensitive company information should not be shared to the outside online community. Divulging information including but not limited to company's finances, future promotional activities, forecasts, design plans, internal operations, legal matters, injuries, as well as any information that pertains to clients, customers, vendors, suppliers, or people who work on behalf of the company's legitimate business interests are prohibited.

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### **CELL PHONE USE AND DRIVING**

In order to increase employee safety and eliminate unnecessary risks behind the wheel and at jobsites, Climate Engineers Inc. has enacted a Mobile Device Policy and Company Vehicle and Driving Policy, that does not allow the use of any device while operating any vehicle (truck, car, fork lift, jlg, scissor lift, etc.). We are committed to ending the epidemic of distracted driving/operation, and have created the following rules, which apply to any employee operating a company vehicle/equipment or using a company-issued cell phone while operating a personal vehicle/equipment:

- 1) Company employees may not use a hand-held cell phone, iPad, or any other handheld device while operating a vehicle/equipment (truck, car, fork lift, jlg, scissor lift, etc.) – whether the vehicle/equipment is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, taking pictures/videos, utilizing apps, surfing the Internet, and reading or responding to emails, instant messages, text messages, or any other form of electronic communication.
- 2) If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- 3) Additionally, company employees are encouraged to:
  - a) Turn cell phones off or put them on silent or vibrate before starting the car.

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- b) Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
  - i) You have reached \_\_\_\_\_ with Climate Engineers. For the safety of our staff and other drivers on the road, Climate does not allow the use of cell phones while operating a vehicle or piece of equipment. Please leave a message and I will get back to you as soon as possible. If you need urgent assistance, please dial our main office at (319) 364 -1569/(563) 285 - 7502.
- 4) Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.

### **CELL PHONE DISCIPLINE**

In the event of a violation of any of the above requirements, disciplinary action may be taken and vary depending on the level of the offense up to/including termination.

### **COMPANY ISSUED IPAD**

iPads will be issued as a “tool of trade” on a case-by-case basis to employees whose position and responsibilities are considered by the Company to require access to an iPad for business related activities.

At all times, any such iPad shall remain the property of the Company and is subject to all of the Company’s standard rules, policies and procedures concerning access to, and use of, the Internet and Email.

- 1) The Company reserves the right to require the return of the iPad from the employee at any time and without notice. If return of the iPad is requested, it must be handed-in.
- 2) Employees issued with an iPad are expected to exercise the same care in respect of the security and upkeep of the iPad as company issued cell phones.
- 3) Malfunctions or any other technical problem with the iPad should be reported immediately by the employee to the Office Manager so that steps can be taken to have the problem rectified by an approved technician as quickly as possible. Under no circumstances is the employee to organize repairs to the iPad before reporting the problem to the Office Manager.
- 4) Shared use of a Company-owned iPad by colleagues of the employee to whom it has been issued is permitted; provided the employee concerned is satisfied the colleague(s) in question is/are competent to use the iPad in a safe and professional manner.
- 5) Lending the iPad to any third party is strictly prohibited.
- 6) Careless loss, damage or misuse of the iPad, its case, wireless keyboard or any other associated accessories may result in disciplinary action and, in cases of serious misconduct, may result in disciplinary action up to/including termination. Employees may be liable for the cost of any excess charged by the relevant insurance company in respect of such loss or damage.
- 7) Specific iPad Apps will be required to ensure maximum functionality of any iPad issued to an employee. Certain Apps will be mandatory and an employee issued with an iPad will be updated from time-to-time as to the downloading of mandatory Apps.

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