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NY license# 10195
NJ Business permit# 34EB01887800

Distracted Driving Policy

In order to increase employee safety and eliminate unnecessary risks behind the wheel, **Kleinberg Electric Inc** has enacted a Distracted Driving Policy. We are committed to stopping distracted driving, and we have created the following rules:

- Company employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes answering or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, tweets and text messages.
- This policy applies to all employees when any of the following five conditions apply:
 - Operating a company vehicle
 - Operating a personal vehicle on company business
 - Driving on company property
 - Using a cell phone supplied by the company.
 - Using a personal phone for company business
- If company employees need to use their phones, they must pull over safely to the side of the road or another safe location.
- Additionally, company employees are required to:
 - Turn cell phones off or put them on silent before starting the car.
 - Consider modifying voice mail greetings to indicate that they are unavailable to answer calls return messages while driving.
 - Inform clients, associates, and business partners of this policy as an explanation of why calls may not be returned immediately

I acknowledge that I have received a written copy of the Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

Employee Signature

Date

Employee Name (printed)