

Document <b>Health &amp; Safety Policy</b>	Published 9/01/2018	Valid for: Escanaba Mill
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## Mobile Device Policy

### Purpose:

In an effort to maintain a safe and productive work environment, the Escanaba Mill is implementing the following policy pertaining to the use of mobile (electronic) devices while on company premises or while operating a company vehicle.

### Extent:

This policy applies to all Escanaba employees, contractors, vendors and visitors on company premises.

### Definitions:

- a. **Business use** means the use of a mobile device to support or further the business of the company, including utilizing a mobile device to access, process or store company data.
- b. **Mobile Device** means an electronic device that a person may easily carry with them. Examples include, and are not limited to, cell phones, Smartphones, tablets, e-Readers, digital media players, handheld games/gaming consoles, Smartwatches and laptops.
- c. **Cell phone** means a mobile phone that does not have data services.
- d. **Smartphone** means a mobile phone that has data services.
- e. **Company Vehicle** includes but not limited to: bikes, carts, tow motors, passenger vehicles, loaders, bulldozers, trucks, rental vehicles, and personal vehicles while on company business.

### Execution:

- 1) Mobile Devices
  - a) Mobile devices for business use are permitted in operating areas.
  - b) It is the mobile device users' responsibility to ensure that the mobile device is not used around moving equipment or in work areas where employee safety and/or mill productivity could be negatively affected.
  - c) Use of mobile devices should be at a minimum and may not interfere with the performance of work duties and/or not being able to return from a break in a timely manner.
  
- 2) MOBILE DEVICES shall not be used in a manner that is illegal or that would violate any other company policy, e.g. *Acceptable Use Policy, Mobile Device Policy, Equal Employment Opportunity Policy, Harassment Policy, Photography and Audio/Video Recording Policy, Use of Mobile Device while Driving Policy*, etc.

### Safety

General

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Employees are expected to follow applicable state/federal laws and regulations regarding the use of mobile devices at all times.

1) Driving – please refer to the ***Use of Mobile Device while Driving Policy***.

### Photos and Audio/Video:

Please refer to the Photography and Audio/Video Recording Policy

### Music Media

Radios and approved digital media devices are permitted in control rooms, break areas, and office areas as long as they do not distract, irritate, interfere with the performance of work duties or present a safety hazard to other employees working in the area. The volume should be kept below 80 decibels (a scale). As a guide, the volume is too loud if the sound interferes with a conversation or telephone call being conducted at a normal voice level.

Earphones/earbuds or headphones may not be used with any music device.

### Liability

The company is not responsible for lost, stolen or damaged personal mobile devices, personal applications or personal data.

### Violations

Violations of this policy will be subject to appropriate discipline. Represented employees will be subject to discipline in accordance with their Collective Bargaining Agreements (CBA).

General

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