



Document Health and Safety	Published 11/01/2014	Valid for Escanaba Mill
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Use of Mobile Device While Driving Policy

Purpose

The purpose of this policy is to establish guidelines that promote safety and awareness in using a mobile device while driving a motor vehicle.

Extent

This policy applies to all employees of Billerud Corporation.

Execution

Billerud promotes safety in all processes, operations and job responsibilities across the organization. The use of a cell phone, personal digital assistant, tablet computer or other mobile communication device (collectively, “mobile devices”) while driving a motor vehicle provides an opportunity for an accident and possible injury or death. Distracted driving is a factor in a majority of motor vehicle accidents. While many distractions can endanger a person’s safety, using a mobile device is most alarming because it can involve the three main types of distraction: (1) visual - taking your eyes off the road, (2) manual - taking your hands off the steering wheel, and (3) cognitive - taking your mind off what you are doing. Billerud is concerned about your safety as well as the safety of others who could be put in harm’s way by distracted driving.

Therefore, except as expressly provided below, Billerud employees are prohibited from using a mobile device for business purposes while driving a motor vehicle. This prohibition applies regardless of whether the mobile device is hand-held or hands-free, regardless of whether the mobile device or motor vehicle belongs to the employee or is provided by the company or a third party, and regardless of whether you are driving the motor vehicle before, during or after business hours.

This prohibition includes, but is not limited to, the following uses of a mobile device for business purposes while driving a motor vehicle:

- phone calls and voicemail messages
- email and text messages
- viewing address book or calendar
- internet
- gaming
- any other mobile application



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Notwithstanding the general prohibition, Billerud employees may, while driving a motor vehicle, use a mobile device that is accessed through an earpiece activated by tapping the ear piece or through a voice-activated system included in the motor vehicle. In all cases, though, it is critical that you maintain your focus on your driving. In addition, passengers may use a mobile device when riding in a motor vehicle driven by a Billerud employee.

Practices

Billerud realizes that there are times when phone calls are necessary. In order to increase safety and decrease accident potential, Billerud recommends the following practices:

- Advise the other party that you are using a mobile device while driving a motor vehicle.
- Keep the call short and to the point.

Emergency Calls

If an employee must make an emergency (911) phone call, the employee should pull off the road, park the vehicle in a safe location, and then make the call.

Complicated or Emotional Calls

Employees should avoid phone calls involving stressful or emotional conversations while driving. If, however, an employee is engaged in a call permitted by this policy that becomes overly complicated or emotional in nature, the employee should interrupt the call, pull off the road, park the vehicle in a safe location, and then resume the call.

Governmental Regulations

Notwithstanding this policy, every employee is responsible for being familiar with any governmental requirement regulating the use of mobile devices within the state, county, municipality, or other jurisdiction in which the mobile device is being used. All such regulatory requirements take precedence over this policy if such requirements are more restrictive.

Violations of Policy

Billerud expects all employees to drive safely and responsibly. Violations of this policy will be subject to disciplinary action up to and including termination.

REFERENCES

Mobile Device Policy