



Cell Phone Policy for C.M.V. Drivers of Hiland Dairy Foods

In accordance with Federal Motor Carrier Safety Regulations and in order to increase employee safety and eliminate unnecessary risks behind the wheel, Hiland Dairy Foods has enacted a Cell Phone Policy for Commercial Motor Vehicle Drivers, effective immediately. We are committed to ending the epidemic of distracted driving, and have created the following rules, which apply to any employee operating a Commercial Motor Vehicle:

- Company employees may not use a hand-held mobile telephone while operating a Commercial Motor Vehicle - whether the vehicle 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, and reading or responding to emails, instant messages, and text messages.
- If C.M.V. drivers need to use their phones, they must pull over safely to the side of the road or another safe location, or use hands free devices, (hands free devices are those that can initiate, answer, or terminate a call by touching a single button, are within easy reach, and do not require the use of a hand to hold the device to conduct a voice communication)
- Additionally, C.M.V. drivers are required to:
 - Turn cell phones off or put them on silent or vibrate before starting the C.M.V. unless they are using a hands free device.
 - Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
- Any employee that after a fair and impartial investigation, is found to be in violation of this policy could be subject to discipline up to and including discharge.

I acknowledge that I have received a written copy of the Cell Phone Policy for C.M.V. Drivers of Hiland Dairy Foods, that I fully understand and agree to abide by these terms, and that failure to comply with this policy could subject me to discipline up to and including discharge.

Employee Signature

Date

Employee Name (printed)