Cell Phone Policy

SupplyHouse.com's cell phone policy offers general guidelines for using personal cell phones during work hours. The purpose of this policy is to help us all get the most out of the advantages cell phones offer while minimizing distractions, accidents, and frustrations improper cell phone use can cause.

This policy applies to all SupplyHouse.com employees.

Guidelines:

- The use of personal cell phone is limited to certain situations. Employees may use their cell phone for emergencies **only**. Cell phones should not be used for non-emergency related matters.
- If you need to step away to use your cell phone, you must inform your Team Lead, Manager or HR.
- Cell phones should be kept on silence or vibrate mode at all times.
- SupplyHouse.com has a zero-tolerance policy regarding using a cell phone while driving or operating machinery. For the safety of our employees, it is imperative that you pull over/park, turn off the machine and walk to a safe location to use your cell phone.
- SupplyHouse.com reserves the right to amend or alter the terms of this policy.

Disciplinary Action:

- Improper use of cell phones may result in disciplinary action. Continued use of cell phones at inappropriate times or in ways that distract from work may lead to having cell phone privileges revoked.

Employee acknowledgment:

I, _____, have received, read, and understand SupplyHouse.com's Cell Phone Policy.

_____ _____

Signature of Employee Date