

[insert effective date]

[NAME OF COMPANY]

## **CELL PHONE POLICY & SIGNED AGREEMENT**

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Employees are reminded that when driving a vehicle whether the vehicle is company-owned or otherwise, you have one and only one responsibility and that is driving the vehicle. Safe driving requires 100% attention to the task at hand. Using a cell phone while driving leads to an increased risk of having an accident through distraction and/or a lack of attention to driving.

To ensure your safety, using mobile phones, cell phones, text pagers, or two-way radios, whether for work or personal use, while driving is strictly forbidden.

Please advise your callers of this company's cell phone policy.

**THIS IS A 1-PAGE POLICY. THE FOREGOING IS A SAMPLE.**