

MOBILE COMMUNICATION DEVICES SAFETY POLICY

I. PURPOSE

To provide a uniform guideline for use of cell phones and other mobile communication devices for Citizens Energy Group (Citizens) employees while driving on business or driving while conducting business on behalf of Citizens.

II. SCOPE

This Policy applies to all employees conducting business on behalf of Citizens while operating a motor vehicle.

III. DEFINITIONS

Mobile Communication Device refers to: cell or smart phones, GPS units, pagers, two-way radios, and any other mobile device that makes or receives phone calls, sends or receives text or e-mail messages, or surfs the internet. Mobile Communication Device includes both company-owned and personally owned devices.

Motor vehicle refers to: cars, trucks, vans, backhoes or other motorized vehicles operated on public streets, parking lots, job sites, Citizens facilities, and highways.

IV. POLICY

Employees shall not use Mobile Communication Devices while operating a motor vehicle on company business. Employees also shall not use Mobile Communication Devices for business purposes related to Citizens while operating any motor vehicle for any reason.

V. PROCEDURE

Driver distraction and inattentive driving are factors in a majority of motor vehicle accidents. The National Highway Traffic Safety Administration's policy statement regarding the use of cell phones while driving is as follows: "The primary responsibility of the driver is to operate a motor vehicle safely. The task of driving requires full attention and focus. Drivers should resist engaging in any activity that takes their eyes and attention off the road for more than a couple of seconds. [I]n general the safest course of action is to refrain from using a cell phone while driving." Citizens values employee safety and strives to maintain a safe workplace for all. Therefore, Citizens has developed the following procedure regarding cell phone and mobile equipment usage while operating a motor vehicle on company business.

- Allow voicemail to handle your calls.
- If you need to place or receive a call, pull off the road to a safe location, stop and put the vehicle in park before using your phone.
- Have a passenger make or take the call.
- Inform regular callers of the best time to reach you based upon your driving schedule.
- Exception to this policy:
 1. Calls placed to 9-1-1,
 2. The use of two-way radios limited, as much as possible, to use while the vehicle is NOT in motion.
 3. Company declared emergencies.

Employees are expected to understand and comply with all Citizens safety and health policies and procedures. Violation of this policy will be proper cause for disciplinary action (as stated in the CEG Work Rules and Safety Manual).

Primary Business Unit Owner: Director of Occupational Health & Safety

Last Review Date: October 24, 2022

Next Review: 2025

Supersedes: Policy Release # 1038, Effective October 1, 2014

Reference:

"Citizens Energy Group at its option reserves the right to change, delete, suspend, or discontinue parts of the policy in its entirety, at any time without prior notice."