



Company Cell Phone Policy

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EFFECTIVE DATE: June 1, 2016

C3 INDUSTRIAL BLASTING & COATINGS, INC. (hereafter referred to as "C3 INDUSTRIAL" or "the Company") has implemented the following Cell Phone Company Policy.

Policy Brief & Purpose

Our Cell Phone Company Policy is designed to express the Company's attitude towards the use of cell phones in the workplace. We recognize that cell phones (and smartphones in particular) have become an integral part of everybody's life. We are also certain that they may be a great asset in the workplace if used correctly (for productivity apps, calendars, business calls etc.).

However, we have observed that cell phones may also cause problems when used imprudently or excessively.

It has, therefore, become apparent that a policy that clarifies the allowances and restrictions of cell phone use is necessary.

Scope

This policy applies to all Company's employees.

Policy Elements

Despite their benefits, cellphones may be cause for significant problems in the workplace. The reasons for this include:

- The distraction of employees by regularly checking their phones.
- The time subtracted from actual working hours by the mundane use of cell phones.
- The interference on colleagues' jobs by speaking on the phone.
- The security issues from unfair use of Company-issued equipment or misuse of the Company's internet connection.
- The accidents that may occur when employees use their phones inside Company vehicles or near forbidden areas.

Our Company will generally expect its employees to use their cellphones prudently during working hours. We rather want to remind them that excessive use of their cellphone for non-business purposes will mean a decline in their efficiency that will show up in their performance reviews. It is therefore, to the benefit of all to consciously restrict their personal use of cellphones.

The following rules apply at all times for both Company-issued and personal phones:

- Company-issued phones are to be used for business purposes only and be preserved in perfect condition.
- The use of a phone for any action while driving a Company vehicle is prohibited.
- The use of cell phones within earshot of someone else's working space during working hours is not allowed.
- The download or upload of inappropriate, illegal or obscene material through a corporate internet connection is prohibited.
- The use of a cell phone's camera or microphone to record confidential information is strictly prohibited.



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- Employees cannot use their phones at areas where there is an explicit prohibition sign (e.g. secure job sites, laboratories).
- Employees must turn off their phones or keep them on vibrate whenever asked.
- Surfing the internet, texting and talking on the phone should be restricted to a few minutes per day.
- Playing games on the cell phone during working hours is prohibited.

The Company, however, would not want to have its employees turn off their phones while at the office. Employees are allowed to use their phones:

- During breaks or at lunch hour.
- While on a stationary Company vehicle.
- To briefly check important messages.
- To make brief personal calls away from the working space of colleagues.
- To make business calls.
- To use productivity apps or other job useful tools.

Disciplinary Consequences

The Company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If it is discovered that an employee's phone usage causes a decline in productivity or interferes with the smooth workflow in the workplace, the Company will ban that employee from using their cell phones.

For an action that constitutes a breach of security, violation of the confidentiality policy or cause of an accident the employee may face severe disciplinary repercussions up to and including termination.