



## POLICY FOR USING ELECTRONIC DEVICES WHILE DRIVING

University Enterprises, Inc. (UEI) requires safe use of cell phones and electronic communication devices by employees who use them to conduct company business. Employees are required to obey all applicable state and local laws regarding cell phone use while driving.

Employees who use handheld cell phones while on company business must refrain from making or receiving business calls while driving. If an employee needs to make or receive a business phone call while driving, the employee should make sure the vehicle is stopped and parked in a proper parking area for the duration of the call.

Employees who use hands-free telephones must keep business conversations brief while driving, and must stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor.

In an emergency situation, such as a traffic accident or car trouble, UEI recognizes that employees may find it necessary to make a phone call while driving; however, they should stop the vehicle and park in a proper parking area to use their phone.

Furthermore, UEI employees are prohibited from text messaging or e-mailing while conducting UEI business, or from using UEI-supplied electronic devices to text message or e-mail while driving.

If a UEI employee is cited by a law enforcement officer for using a mobile electronic device while driving, I understand that I am responsible for reading, understanding, and complying with the policy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_