**Sample Cell Phone Policy**

**(Place on your own company letterhead)**

At <insert company name>, we value the safety and well-being of all employees. Due to the increasing number of vehicle accidents resulting from the use of cell phones on the road, we have instituted a policy regarding cell phone usage while driving.

Company employees may not use company-issued or personal cellular telephones or mobile electronic devices while operating a motor vehicle under any of the following situations, regardless of whether a hands-free device is used:

* When employee is operating a vehicle owned, leased or rented by the company.
* When the employee is operating a personal motor vehicle during the course of company business.
* When the personal or company motor vehicle is on company property.
* When the employee is using the cellular telephone or mobile electronic device to conduct company business.

Our company defines motor vehicles not only as automobiles, but also as other types of moving company equipment that requires full attention to operation safely, such as forklifts, scissor lifts, tractors, riding lawn equipment, etc.

Employees found in violation of this policy will be given two warnings. The third incident of this sort is grounds for immediate dismissal.

Your signature below certifies your agreement to comply with this policy.

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Employee Signature Date