**As a Crew Leader for the NEG Flood Recovery Program, you have been issued a Man-Tra-Con Corporate cell phone. It is important that you understand the expectations and restrictions of this cell phone use.**

The Man-Tra-Con cell phone cannot be used for personal calls. This cell phone is provided for NEG/Flood Recovery Grant work-related communications only.

You are to ensure that the cell phone is protected from the elements and to report its loss/theft or damage to the coordinator immediately. You will be required to return the phone at the end of your employment with this program.

You are expected to follow applicable state and federal laws, and regulations regarding the use of the cell phones at all times. Illinois law specifically prohibits texting while driving. The law also prohibits the use of a handheld cell phone in all construction zones and school zones. You are never to use this phone on or off the worksite in a manner that could place yourself or others in harm’s way.

Cell phone use safety must come before all other concerns. If you are driving a vehicle, you must pull off to the side of the road and safely stop the vehicle before placing or accepting a cell phone call. You must ensure that you are in a location where you can safely be off the roadway.

 If you are charged with a traffic violation resulting from the use of the cell phone while driving, it is your sole responsibility for all liabilities that result from such actions.

The use of camera phones, or other audio or video recording capable devices within the company may constitute not only an invasion of employees’ personal privacy, but may breach confidentiality of Man-Tra-Con’s information. Therefore, the use of camera or other video-capable recording devices within Man-Tra-Con is prohibited without the express prior permission of Man-Tra-Con management and of the person(s) present at the time.

As Crew Leader, you are responsible for the use of the cell phone, liable for misuse of the cell phone and any damages that result.

Violations of this policy will be subject to the highest forms of discipline, up to and including termination.

The undersigned Employee hereby acknowledges that he/she has read the foregoing policy and agrees to be bound by and comply with such policy.

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Employee Signature Date

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Print Employee Name Date

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NEG/Flood Recovery Coordinator Date