

<b>Policy:</b>	Cell Phone Usage While Driving	<b>Policy Reference and Revision Number:</b>	HR 027 Rev 000
<b>Department:</b>	Human Resources	<b>Effective Date:</b>	08/01/2021
<b>Authorized By:</b>	SVP Human Resources	<b>Page:</b>	Page 1 of 1

**PURPOSE:**

To ensure the safety of employees, Company property, and other motorists while employees are operating a motor vehicle for business related work or pursuant to their job responsibilities.

**POLICY**

BWC Terminals (the “**Company**”) prohibits the use of Company issued or personal cellular telephones while driving for business related work or pursuant to their job responsibilities, irrespective of whether driving is an essential function of an employees’ job responsibilities.

**PROCEDURES**

- Upon receiving a call or a text message on a cellular telephone while driving, pull over safely, park, and then either answer the telephone, return the call or, if a text message, read the message and send a reply if required, as applicable.
- Prior to making a call or sending or responding to a text message on a cellular telephone while driving, pull over safely, park and then place the call or send or respond to the text message, as applicable.

**FAILURE TO COMPLY**

Employees charged with traffic violations, or determined to have caused an accident or injury, resulting from their use of personal or Company-issued cellular telephones while driving may be solely responsible for all resulting liabilities, fines and or other penalties, to the extent permissible under applicable law.