### DISTRACTED DRIVING POLICY

The dangers of distracted driving are a serious concern to Company. Because of this concern, we have established this policy to protect the safety of our employees, the safety of the general public, and Company’s assets and reputation.

The following activities, while driving on company business, are prohibited:

• Answering or making phone calls;

• Engaging in conversations using phones, two-way radios or other communication devices;

• Creating, reading or responding to e-mails and/or text messages;

• Entering information into an electronic navigation system (GPS), computer, dispatch device or other electronic device which requires the user to enter information; and

• Use of headphones, earphones, or similar to listen to radio, MP3 players, CD players or other entertainment devices.

The following requirements apply to all employees of Company:

• A vehicle being driven on company business must be parked in a legal and safe location before placing or answering a phone call, reading or responding to e-mails/text messages or similar.

• No calls are to be made or text messages sent to employees who are driving or likely to be driving by another employee of the company unless an emergency requires immediate contact.

• Employees receiving calls from other employees who are, or are likely to be, driving are to ask if they are driving and if so, asked them to call back when they are safely parked.

• Addresses or other information must be entered into a navigation or dispatch device prior to putting the vehicle into motion.

• Before starting the vehicle, all objects in the vehicle are to be secured and placed in a location where they will not fall or otherwise distract the driver.

• Drivers are to avoid reaching for objects, papers, maps, etc. while the vehicle in motion.

• Drivers are to avoid any activity that diverts attention from the driving task such as reading, writing, adjusting controls, etc. unless the vehicle is stopped or parked.

The prohibited activities and required practices listed above apply to:

• Operating of any vehicle on Company business regardless of whether the vehicle is owned by the company or the employee;

• Both handheld and hands-free phones and other communication devices;

• All devices, whether owned by the company or by the employee; and

• All conversations, whether personal or business.

These restrictions do not apply to calls made to report an emergency. In all such cases, all cautionary measures should be practiced.

Violations of this policy will be considered a serious offense and may result in disciplinary action up to and including termination of employment.