

DULLES AREA TRANSPORTATION ASSOCIATION

CELL PHONE POLICY

As an organization whose employees primarily telework, DATA relies heavily on mobile phones to carry out its business. The following policies have been established to contribute to DATA's efficiency and effectiveness, to promote courtesy in dealing with outside organizations, and to safeguard its employees.

Cell Phone Usage While Working:

Employees should make personal cell phone calls during break or lunch times to the maximum extent possible. Frequent or lengthy personal phone calls during work hours are not acceptable as they may adversely affect employee productivity.

Personal cell phone use must never include language that is obscene, discriminatory, offensive, prejudicial or defamatory in any way (such as jokes, slurs and/or inappropriate remarks regarding a person's race, ethnicity, sex, sexual orientation, religion, color, age or disability).

Employees should turn off ringers or change ringers to "mute" or "vibrate" during training and conferences and when meeting with clients.

Distracted Driving:

Talking on the phone and/or texting while driving put millions of Americans who drive on the job at risk every day. DATA is required under federal safety and health laws to safeguard employees while driving to work related meetings, events, etc. The following practices should be followed by DATA employees to ensure their safety while driving to work related events:

- Turn cell phones off or set them on "silent" or "vibrate" before starting the car.

- Pull over to a safe place if a call must be made or received while on the road.

- Modify the voice mail greeting to indicate that the employee is unavailable to answer calls or return messages while driving.

- Inform clients, associates and business partners of this policy as an explanation of why calls may not be returned immediately.