**Omaha Theater Company – The Rose**

**Cell Phone Policy**

At The Rose, we deeply value the safety and well-being of all employees. Due to the increasing number of accidents nationally, resulting from the use of cell phones while driving, we are instituting the following policy.

Company employees may not use 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 in connection with Company business.
* When the motor vehicle is on Company property.
* Employees are not permitted to answer calls while driving. Incoming calls must be directed to voice mail.
* Employees are not permitted to read or respond to text messages and emails while driving.
* If it is necessary for an employee to make an emergency call (911), the employee must park the vehicle in a safe location before making the call.

Employees will be given two warnings. The third time an employee is found to be in violation of this policy, it is grounds for immediate dismissal.

If the employee is involved in an accident and was in violation of any part of this policy, the cost of the repairs/replacement will be the responsibility of the employee.

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

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Employee Signature Date