



KNELSEN SAND & GRAVEL LTD

Company Cell Phone Use Policy

General

Knelsen Sand & Gravel Ltd. recognizes that it is necessary for some employees to carry out company business using cell phones. As such, Knelsen has provided cell phones, or allowances, to those employees to carry out company business.

Permitted User: Senior Management are the only employees that can deem an employee as a "permitted user". No other managers, foremen etc. are allowed to grant this status.

Not Permitted: All other employees will thereby be deemed "not permitted".

Permitted Use

1. Permitted users whose job responsibilities include driving a company vehicle may only use a company provided cell phone while in a hands free mode. If hands free is not possible, the driver will pull over and legally park their vehicle and then make their phone call.
 - a. Some clients do not allow even hands free calls to be made while on their jobsites or company property. It is each individual's responsibility to ensure they are aware of any additional rules.
2. Permitted users whose job responsibilities include being present at the various jobsite locations throughout Knelsen Sand & Gravel Ltd.'s operations may have and use a cellphone.
 - a. The use of the cellphone must be done in a location that is not in an active work area and safely away from all equipment, vehicle and work activities.

Prohibitions

1. Not Permitted employees may not have a cellphone in their possession while working.
 - a. Employees that cannot have a cellphone in their possession may, where lawful, use their cell phone while on lunch breaks or other break periods throughout the work day.
 - b. In the case of emergency, employees are asked to provide their supervisors cell phone number to their family.
 - c. Employees are asked to convey this policy to their friends and family.

Electronic Devices

1. No driver of a company vehicle or equipment will use electronic devices such as:
 - a. Laptop computers, video games, cameras, video entertainment displays.
2. A driver of company vehicle or equipment is not permitted to enter information on GPS units while the vehicle is in motion.

Two Way Radios

1. Drivers of company vehicles or equipment are allowed to use their radios under the following circumstances.
 - a. When you are a driver of an escort, pilot or trail vehicle.
 - b. If you need to contact your other trucks for business purposes i.e. calling out kilometer markers on haul roads or coordinating delivery if materials.
 - c. If the driver is required to maintain radio contact with the company. i.e. dispatch

The use of cell phones and other electronic devices must be done so in accordance with safe work practices and all applicable Provincial and Federal legislation. Employees who are convicted with traffic violations resulting from the use of their phone or other electronic devices will be solely liable for the outcome.

NOTICE

Safety information contained in our corporate safety policy manual does not take precedence over the *Occupational Health & Safety Act, R.S.A. 2000*.

Knelsen Sand & Gravel Ltd. commits to providing its workers with copies of the legislation. All employees should be familiar with the *Occupational Health & Safety Act, Regulations and Code* for the jurisdiction of their worksite(s).

General Manager – Raymond Knelsen

Date