

POLICY MANUAL



SECTION: Human Resources

INDEX: HR-D-30

SUBJECT: Cell Phones

Effective Date: August 2016

Replaces Date:

APPROVED BY: Director, Human Resources

Page 1 of 1

Scope

This policy applies to all the Company employees, including full time, part time, temporary workers and contractors.

Policy

To maintain a safe and productive working environment for all Horizon employees, the use of cellular phones and other electronic devices are **prohibited in the plant**. Use of cell phones and other electronics shall be reserved for use during break times. Lunch rooms, smoking area, locker area, and parking lot are exceptions and only during paid rest periods and lunches. The expectation is that all employees keep devices in their cars or lockers until paid rest periods or lunch periods commence. Once rest periods or lunches are over, the devices are to be returned to lockers and/or cars.

For the purposes of this policy, the term Cell phone is defined as any handled electronic device with the ability to receive and or transmit voice, text or data messages without a cable connection. Including but not limited to cell phones, digital wireless phones, radio phones, walkie-talkies, and pagers.

Employees who fail to adhere to the policy will be subject to some form of discipline – be it counseling, verbal warning, written warning, suspension up to and including termination, and will be handled on an individual case-by-case basis.

Exceptions

Cell phones specifically provided to Supervisors / Managers by Horizon Plastics may be used for business purposes only. To make or receive calls, users should remove themselves from the immediate vicinity of operating equipment.