

Title:	Hendry Marine Industries Cell Phone Policy				
Department:	IT	Effective Date:	10-06-2020	Revision Date:	—
Approved By:	<i>Matthew Kelly Hendry</i>			Date Approved:	10-06-2020

1. PURPOSE

The purpose of this Policy is to help us all get the most out of the advantages cell phones offer while minimizing distractions, accidents, and disruptions improper cell phone use can cause.

2. SCOPE

This Policy is to help employees understand the appropriate times and uses for cell phones while seeking to minimize the distractions, inefficiencies, accidents and time loss cell phones can create when used improperly.

This Policy applies to all employees working for Hendry Marine Industries, Inc. and its subsidiaries (the “Company”), regardless of tenure or position.

3. POLICY

Cell phone use is prohibited while in the shipyard, on a jobsite, or on a vessel unless previously authorized by management for company related purposes.

Employees who work in hazardous areas must refrain from using mobile devices, as doing so can potentially be a major safety hazard or security risk. Cell phones should not distract the user or others from their work and responsibilities.

Excessive personal calls, e-mails, or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on non-work time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by management.

Mobile devices shall be turned off or set to silent or vibrate mode during meetings, conferences, and in other locations where incoming calls may disrupt normal workflow.

4. PROCEDURE

In order to achieve the goals of this policy, the following guidelines need to be adhered to by all employees:

- Do not use a cell phone while driving on the job.
- Do not use a cell phone when you operate equipment.
- Do not “surf” the web or play games while you are on-the-clock.
- Avoid using your work phone for accomplishing personal tasks.
- Avoid having your cell phone with you during work meetings.

- Do not record confidential information on any cell phone or mobile device unless you have written permission from the company. The object of this limitation is to protect sites where proprietary equipment and processes might be involved.

The following are an example of appropriate times when a cell phone may be beneficial and may be used.

- To make and receive company-related calls, especially with clients, at the proper time.
- For intra-company communication related to a work project or situation.
- To schedule and be reminded of appointments and meetings.
- For work-related research.
- For storing and accessing contacts that are beneficial to the company
- To assist clients/customers with information.

OSHA construction standards state than any crane or derrick operator “must not engage in any practice or activity that diverts his/her attention while actually engaged in operating the equipment, such as the use of cellular phones.”¹

5. ADMINISTRATION

Disciplinary Action: Continued use of cell phones at inappropriate times or in ways that distract from work may lead to employee being sent home for the remainder of the day unpaid (and a written warning notice will be placed in the employee’s file). Repeated warnings and offenses of this Policy may result in suspension and or termination.

Additionally, cell phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

This policy is not intended to preclude or dissuade employees from engaging in activities protected by state or federal law, including but not limited to the National Labor Relations Act.

¹ 29 CFR §1926.1417