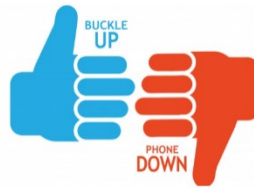


[Your Company Logo]



[Your Company] *Buckle Up Phone Down* Policy

Management Communication

While driving on **[Company Name]** business, an employee's primary responsibility is to drive safely and maintain the **[Company Name]**'s reputation with the public and within the business community.

Driving safely means wearing seat belts, observing posted speed limits and not driving while impaired. But it also includes not driving distracted.

Employees should never engage in any activity that distracts an employee while they are driving. A driver's primary responsibility is to pay attention to the driving task and avoid activities that could lead to traffic incidents. Cell phones are business tools and should be used sensibly. It is important that they be used responsibly; always keeping in mind the employee's primary function is the safe operation of the motor vehicle.

As part of our overall health and safety policy, **[Company Name]** is committed to reducing the risks our employees face and create when driving for work. We expect all our employees to play their part, whether they use a company vehicle, their own or a rental vehicle.

Employees must never make or receive calls, send or read texts or emails, video chat, or otherwise use a hand-held or hands-free cell phone while driving for business-related purposes. Failure to comply with this policy is a serious matter, and appropriate disciplinary action will be taken for non-compliance.

As a member of management, you have both a responsibility and an opportunity to educate your employees on the importance of driving safely.

Senior managers must:

- lead by example, by never talking, messaging, or video chatting on a cell phone while driving, and by not allowing other distractions to impair an employee's attention to driving.
- support your staff and employees to build a distraction-free driving culture across the organization.

Supervisors and line managers must:

- lead by example, by never talking, messaging, or video chatting on a cell phone while driving, and by not allowing other distractions to impair an employee's attention to driving, clearly and consistently communicate that management does not expect staff to answer calls, texts, emails, or engage in video calls while they are driving.
- ensure work practices and expectations do not pressure employees to use a cell phone while behind the wheel.
- reinforce messaging so that employees understand their responsibilities to not use any cell phone functions while driving.
- encourage employees to utilize the **Do Not Disturb While Driving** function found in their cell phone settings or allow a passenger to use the phone.
- encourage employees plan journeys so that they include rest stops to check messages and return calls.
- include compliance with this policy in team meetings and employee appraisals and conduct periodic checks to ensure employees are following this policy.
- follow company monitoring, reporting and investigation procedures to help learn lessons which could help improve our future road safety performance.
- challenge unsafe attitudes and behaviors, and support staff to drive safely.