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**Please read the Distracted Driving Policy**

In order to increase employee safety and eliminate unnecessary risks behind the wheel, MBG Enterprises Inc. & Refuse Services are committed to ending the epidemic of vehicle crashes caused by distracted driving and have created the following rules which apply to any employee operating a MBG Enterprises Inc. & Refuse Services employees vehicle, using a MBG Enterprises Inc. & Refuse Services employees -issued cell phone while operating their personal vehicle or when conducting MBG Enterprises Inc. & Refuse Services employees business when operating their personal vehicle:

MBG Enterprises Inc. & Refuse Services employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering, or making phone calls, engaging in phone conversations, and reading or responding to emails, instant messages, and text messages.

* If MBG Enterprises Inc. & Refuse Services employees need to use their phones, they must pull over safely to the side of the road or another safe location.
* Additionally, MBG Enterprises Inc. & Refuse Services employees are required to:
	+ Turn cell phones off or put them on silent or vibrate before starting the vehicle.
	+ Consider modifying voice mail greetings to indicate that you are unavailable to answer calls or return messages while driving.
	+ Inform clients and associates of this policy as an explanation of why calls may not be returned immediately.
* Failing to comply this no cell phone use while driving policy will result in disciplinary action.

I acknowledge that I have received a written copy of the MBG Enterprises Inc. & Refuse Services Distracted Driving Policy, that I fully understand the terms of this policy, that I agree to abide by these terms, and that I am willing to accept the consequences of failing to follow the policy.

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Employee Signature Date

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Employee Name (printed)