I. PURPOSE:
To establish guidelines for safe and acceptable use of electronic equipment including but not limited to: cellular phones, pagers, portable computers, PC's, hand-held radios and testing equipment.
To specify individual employee accountability of assigned Cooperative-owned electronic equipment.

II. POLICY:
It shall be the policy of the Cooperative to set guidelines for the safe use of electronic equipment as specified in this policy and in accordance with accepted personnel practices and applicable state and federal laws.

III. RESPONSIBILITY:
The General Manager/CEO is responsible for seeing that the provisions of this policy are carried out.

IV. PROVISIONS:
The following procedures and conditions shall apply to the provisions of this policy:
Employees who are provided with electronic equipment are expected to use such equipment properly and at all times exercise safety.
A. Cellular phones and other communication devices.
   1. Personal cellular phones:
      a. While at work, employees shall exercise discretion in using personal cellular phones as they do for Cooperative phones. Excessive personal calls during the workday, regardless of the phone used, interfere with employee productivity and are distracting to others. Employees are expected to make personal calls on non-work time and to ensure that friends and family members are aware of the Cooperative's policy. Flexibility will be provided in circumstances demanding immediate attention.
      b. The Cooperative will not be liable for the loss of personal cellular phones brought into the workplace.
   2. Cooperative Provided Cellular Phones
      a. Where job or business needs demand immediate access to an employee, the Cooperative may issue a cellular phone for work-related communications.
      b. The Cooperative will provide a cellular phone plan appropriate for normal work-related requirements. These minutes are intended to be used for Cooperative business.
      c. However, the Cooperative recognizes that employees will occasionally use their cell phone for personal use. Employees have three options pertaining to personal use:
         1) The employee agrees to reimburse the Cooperative for any minutes, roaming, long distance, or other charges that exceed the approved plan. There will be no cost to the employee if monthly charges do not exceed the plan.
2) If employees wish to purchase plans providing additional airtime, they may do so by paying the difference between the two plans.

3. Safety issues for cellular phone usage:
Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use shall refrain from using the phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees must pull off to the side of the road and safely stop the vehicle before placing or accepting a call or reading or sending text messages. Notwithstanding, calls can only be answered or made if a hands-free option is available in the vehicle and employees shall keep the call short and refrain from discussion of complicated or emotional issues and keep their eyes on the road. Special care must be taken in situations where there is traffic, inclement weather or the employee is driving in an unfamiliar area. In no circumstance should an employee be texting while in operation of a vehicle.

B. Pagers
   1. Pagers from outside organizations should be placed in alert mode or on vibrate to minimize distractions and interruptions.
   2. Loss or damage of non-Cooperative provided pagers will be the responsibility of the individual and not the Cooperative.

C. Portable Computers
   1. Portable computers (laptops, meter reading devices, etc.) shall be stowed or secured properly in the driver’s compartments.
   2. Vehicles with portable computers shall be locked when the vehicle is unattended.

D. Other Electronic Equipment
Employees should exercise due care with all Cooperative-owned electronic equipment and use them responsibly to carry out their job functions.

E. Lost or Damaged Equipment
Actual replacement or repair costs for lost or damaged Cooperative-owned electronic equipment will be the responsibility of the employee when it is determined the item was lost, stolen, or damaged due to the employee’s abuse or negligence.

F. Meeting Etiquette
All electronic devices should be turned off or placed in vibrate or silent mode during meetings to decrease interruptions.

G. Misuse
Violations of this policy will subject employees to disciplinary action up to and including termination.

V. **PRIMACY OF POLICY**
This policy supersedes any existing policy or policies that may be in conflict with the provisions of this policy. This policy does not represent a contract between the employer and the employee and the policies herein may be changed by the employer alone and without notice.

APPROVED BY THE BOARD OF DIRECTORS

[Signature]

Doug Schmier, President

DATE APPROVED: December 28, 2009
DATE REVISED: July 24, 2017