

Cell Phone and Electronic Devices Policy Franklin Mill, Sheet Converting, and FRP Effective 4/7/08

1.0 Purpose

Cell phones brought into the workplace by employees, contractors and visitors can create distractions, potential safety concerns and security risks. Based on mill experience with an increasing presence of cell phones at the mill, it is necessary to enforce certain restrictions regarding their use. To avoid situations where cell phones can contribute to an unsafe condition or reduced mill efficiency, cell phones must be used in accordance with this policy.

2.0 Scope

This policy applies to all mill employees, contractors and visitors. All parties who have a company-provided or personal cell phone are responsible for following the policy general requirements for use of their cell phone.

3.0 References

3.1 Corporate Safety & Health Cellular Phone Safety HSP-25

4.0 Definitions

Cell phones, portable electronic devices

5.0 Responsibility

5.1 The mill manager has responsibility to ensure this policy is uniformly communicated and enforced.

5.2 Each supervisor, including contractor coordinators, is responsible for educating employees, contractors and visitors on their responsibilities within this policy and as necessary, providing intervention to modify behaviors when the general requirements are not being followed.

5.3 Each employee, contractor and visitor is responsible for the compliance with the policy general requirements.

6.0 Procedure

General Requirements

6.1 Cell phones cannot be used while operating any motorized vehicle inside the mill property including cars, trucks, golf carts, etc. To safely use a cell phone, the vehicle must first be pulled over to a safe location and brought to a complete stop.

6.2 Cell phones cannot be used while operating any crane, hoist, powered industrial trucks, payloaders, or other lifting device – no exceptions. Cell phones must be turned off whenever in the device's control cab or at the control panel.

6.3 Cell phones cannot be used while engaged in any job task that requires the use of the hands and/or the full attention of the employee, contractor, or visitor (i.e. fire watch, equipment operator, operating a valve, etc).

6.4 Cell phones must be turned off in any area containing flammable/combustible vapors, e.g. turpentine system, methanol system, fueling stations, oil and propane storage tanks, flammable/combustible material storage areas.

6.5 Cell phone use for non-business purposes shall be limited to brief and reasonable use (ex. notification of work schedule changes, contact regarding family emergencies, etc.). Otherwise, placing or receiving calls by a cell phone during scheduled work hours should be avoided.

6.6 To avoid workplace distractions, cell phone use for non-business purposes must be conducted in a manner to avoid disruption to others (ex. during meetings, in training classes, etc.).

Over-the-Road Usage

6.7 If a cell phone must be used to conduct company business while driving a vehicle outside of the mill, it must be through a hands-free system. Using a cell phone while driving without a hands-free system is strictly prohibited.

6.8 Each manager must obtain a signed copy of the Cellular/Mobile Phone Usage Agreement (attachment 7.1) before a company issued cell phone can be provided to any International Paper employee. This agreement shall be forwarded to Safety to maintain on file.

7.0 Documentation

7.1 Cellular/Mobile Phone Usage Agreement (attachment 7.1)

8.0 Training

8.1 All employees will receive training on this procedure during their initial orientation.

8.2 All Employees will receive training on this procedure periodically during Annual Safety Training.

8.3 All contractors will receive training on this procedure during their annual contractor refresher safety training.

Cellular/Mobile Phone Usage Agreement

As the manager that has either provided you with a company cellular/mobile phone for official company use, or has assigned you responsibilities that may include company business calls on a personal cellular phone, I want you to be aware of our policy around cellular phone usage. The provisions of the company's vehicular cellular phone policy are summarized on this form. The full text of the company's cellular phone policy, HSP-30124: Vehicular Cellular Phone Safety may be found at:

http://ipnet.ipaper.com/EHS/Policies/Policies_HS/HSP_30124_Cellular_Reformatted.pdf on the company Intranet. Please read the company policy and this form carefully. If you have any questions, please contact me directly. By signing and dating the bottom of this form, you are indicating your agreement with and intention to comply with the company's vehicular cellular phone safety policy. Please return this signed form, which will be kept in your file, to me as soon as possible.

The International Paper Vehicular Cellular Phone Safety Policy applies to both company-issued cellular/mobile phones as well as personal cellular/mobile phones used for company business. The provisions of the policy are summarized below.

- Use of a cellular/mobile phone without a hands-free system while driving is prohibited. Use of a hands-free system when using the two-way radio feature on a cellular/mobile phone is strongly recommended.
- If you must use a cellular/mobile phone with the hands-free system or two way radio feature while driving, the following guidelines must be followed:
 - Position the phone such that you can easily reach it without diverting your attention from driving.
 - Memorize your keypad so that you can use your cellular/mobile phone redial and answering features without diverting your attention from the road.
 - Keep the length of calls to a minimum.
 - Inform the other party that you are driving.
 - If at all possible, time the dialing of your calls or initiation of radio contact for when the car is not moving.
 - Hang up the phone or discontinue radio contact if driving conditions appear to be or become hazardous. Hazardous conditions include rain, road construction, traffic congestion, high speeds, school zones, and any other condition which may arise that requires similar driving attention.
 - Do not answer incoming calls or radio requests if you are in hazardous driving conditions.
 - Do not attempt to write or take notes while driving. If you need to gather important information, ask the caller to input the information in text messaging format or call back and leave a voice mail (depending upon service available), or wait until you are able to safely stop your vehicle.
- It is your responsibility to become knowledgeable about and comply with local and regional laws and regulations covering cellular phone use and driving.

SIGNATURE OF EMPLOYEE

DATE

PRINTED NAME OF EMPLOYEE

SUPERVISOR'S NAME

DATE FILED

Employee Copy

Employee File