

Cell Phone and Other Telecommunications Devices

Speck Pumps recognizes that cell phones and personal communication devices have become valuable tools in managing our professional and personal lives. However, use of these devices in the workplace can raise a number of issues involving safety, security, and privacy. Therefore, Speck Pumps, has adopted the following rules regarding the use of personal communication devices in the workplace during working hours.

Except in cases of emergency, employees should conduct personal business during lunch breaks and other rest periods. This includes the use of personal communication devices for personal business (including personal phone conversations, text messages, personal e-mails, and use of the Internet, Wi-Fi or social media such as Facebook for personal reasons). Internet use brings the possibility of breaches of the security of confidential company information and can create the possibility of contamination to our system via viruses or spyware. Employees should be considerate of their co-workers and keep ring tones and alerts on vibrate or silent while at work. Phone calls made during an employee's lunch break or rest period should be made away from the employee's desk or work station so as not to disturb co-workers. Minimal or incidental use is permitted (e.g., child confirming safe arrival at home after school).

When attending a meeting with customers, clients, or co-workers, employees should turn off or silence their cell phones and personal communications devices. Except in extraordinary circumstances (e.g., family emergency), employees may not respond to personal calls during a meeting.

Employees are prohibited from using a device's camera to take photographs in the workplace for personal use. Phones and other devices with cameras or recording capabilities are strictly prohibited in all work areas that contain proprietary information or confidential documents.

Using cell phones while driving

Speck Pumps requires the safe use of cell phones by employees who use them to conduct company business. Employees are required to obey all applicable state and local laws regarding cell phone use while driving.

If you use hand-held cell phones while driving on company business, you must refrain from making or receiving business calls. If you need to make or receive a business phone call while driving you should make sure the vehicle is stopped and parked in a proper parking area (in a parking lot or a Rest Area; never on the side of a road) for the call.

If you use a hands-free telephone, you must keep business conversations brief while driving, and may stop the vehicle and park in a proper parking area if the conversation becomes involved, traffic is heavy, or road conditions are poor. Employees under age 18 may not use any mobile device while driving (this includes, but is not limited to, cell phones whether or not equipped with a hands-free device, pagers, two-way messaging devices, or any handheld device or laptop computer with mobile data access).

In an emergency situation, such as a traffic accident or car trouble, the Company recognizes that employees may find it necessary to make a phone call while driving.

Using electronic wireless communication devices while driving

If you use electronic wireless communication devices while on company business, you must refrain from using such devices while driving to communicate using a text-based communication, such as a text or instant message or email. Electronic wireless communication devices include, but are not limited to, cell phones, pagers, PDAs, and laptop computers.

Other Telecommunication Devices

The company allows for the use of radios for the purpose of listening to music if it does not impede the employee/employees from performing normal job functions.

Under no circumstance is any employee allowed to use company internet access to stream music and/or video for personal enjoyment.”

All music devices should be used with a single ear piece unless using outside the main office. When using such device in the warehouse area, the volume must be kept to a minimum for safety reasons and to be considerate to co-workers.

Policy violations

Employees who violate this policy are subject to disciplinary action up to and including termination. Furthermore, fines and/or penalties incurred as a result of an employee's violation(s) of laws restricting the use of cell phones and electronic wireless communication devices are the employee's responsibility.

Making discriminatory or harassing comments to co-workers via any electronic means of communication is prohibited. This includes offensive messages, photos, or images that are sexual in nature or that are offensive to a person based on his or her race, color, religion, national origin, gender, sexual orientation, disability, or any other characteristic protected by federal, state, or local law. Speck Pumps policies on professional conduct, discrimination, and harassment apply to all electronic communications to its employees, customers, clients, and vendors.