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1. Company Mobile Phones

When a mobile phone has been issued by the company, it is for **business use only** and it (and all content on it) at all times will remain the property of the Company. The user(s) will be responsible for its safekeeping, proper use, condition and eventual return to the Company.

A mobile phone is provided primarily to enable the user to do their job, i.e. to keep the Company informed at the earliest opportunity of matters which it needs to know about, and to be similarly contactable by the Company. Therefore, it is the user's responsibility to ensure that the mobile phone is kept charged and switched on while on duty.

Users should not sign up to text based information services, e.g. RAC traffic alerts, text voting, etc. The use of the internet on Company mobile phones is strictly prohibited, except in the case where specific authorisation has been given by to designated user. Smartphone users should only use the internet to access their Company emails and for other essential Company use.

Unless agreed by Information Services, applications and other programs may not be downloaded to any mobile phone under any circumstance.

The SIM card from Company mobiles should not be placed into any other mobile, unless to another Company issued mobile phone. Neither should the camera facility be used for anything other than an emergency, e.g. company car accident where evidence may be required.

CORPORATE CELLULAR AND RADIO POLICY

The Company recognises that users may, **on occasion**, have to make personal calls during working hours, or outside normal working hours.

The user agrees that upon termination of employment, the assigned mobile phone (as with all company issued equipment) will be returned to the company in good condition.

Please physically treat the phone as if it were your own.

1.1 Use of a Mobile Phone While Driving

The user must ensure they have full control of any vehicle that they are driving at all times.

It is an offence in many locations to use hand held mobile phones while driving or while the engine is turned on. It is therefore strictly forbidden for the user to use a hand held mobile phone while driving.

A mobile phone may only be used where there is an in-coming call or an out-going voice activated call through a hands free device that is activated without a need to hold the phone. The call should be kept to the shortest possible time and only to effect essential communications.

The company will provide a blue tooth hands free device for your phone if required for your job. Contact Paul Smith (270-444-4420) or Sean Lynn (270-444-4417) for additional information.

1.2 Lost or Stolen Mobiles

The user is responsible at all times for the security of the mobile phone and it should never be left unattended.

If the phone is lost or stolen, this must be reported to Information Services immediately. Please contact Paul Smith or Sean Lynn to report a missing phone.

1.3 Support

Should there be any questions on the use of the company mobile, please contact Paul Smith or Sean Lynn.

1.4 Monitoring of Usage and Costs

The Company receives itemised billing for all Company mobile phones and this is monitored on a monthly basis. The billing system identifies all calls, texts and data usage (if appropriate) and the costs related to this, by user.

CORPORATE CELLULAR AND RADIO POLICY

The phone, and all information stored on it is the property of the Company at all times. The phones may be inspected for content, usage, or physical condition at any time by an authorized corporate employee.

1.5 Texting on a Train

It is against FRA rules to text (receive or send) while on a train. It does not matter if the train is stopped, moving, or completely shut down. There are no exceptions.

2. Anti-Harassment

All employees must be aware that certain operations that may be performed on mobile phones may breach Company rules and procedures. The sending of text messages or digital images that are, or could be deemed offensive is strictly prohibited.

The photographing or filming of fellow employees, residents, visitors or any member of the public without their consent may breach an individual's right to privacy and could, in certain circumstances, constitute harassment. This is therefore strictly forbidden.

3. Radio Guidelines

Many employees will be issued radios (hand held and/or mobile) during their normal work activities. As with the cellular devices, these units should be treated as if they are your own, and they remain the property of the corporation at all times.

When using the radio, clearly identify yourself at the beginning and end of each radio conversation.

Our radio frequencies are listened to by many railroad enthusiasts, law enforcement, government agencies and by other railways. Your language and conduct on the radio is a reflection on yourself and the corporation as a whole. Please remember this, and watch your language while on the radio, no matter if you are talking to our Dispatch Center, or to another crew.

To contact the dispatcher, key your radio and then press 20 on the keypad, while on the "Master" frequency. You will hear a tone come back meaning that you are in the queue to reach a dispatcher. Please remember they may be talking to others that "toned in" before you.

In the event of an emergency, contact the dispatcher by keying your radio and then press 91 on the keypad, while on the "Master" frequency. You will hear a tone come back meaning that you are in the queue to reach a dispatcher. This will then be answered immediately by the dispatcher. Use this only in the event of a true emergency.