

# A.L. HELMCAMP, INC.

## CELL PHONE AND ELECTRONIC COMMUNICATION DEVICE POLICY

Reviewed 4/21/16, GL

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### Cell Phone Policy

A.L. Helmcamp, Inc. is committed to achieving the highest performance in occupational health and safety with the aim of creating and maintaining a safe and healthy working environment. The use of cell phones and other communication devices while driving automobiles (other than with a hands-free device) or any sort of mobile equipment creates a significant hazard and is prohibited. **Texting while operating any motorized vehicle or machinery is prohibited.** Cell phones may be used during breaks and lunch. Personal calls must be limited to break times.

Devices Covered under this policy will include but is not limited to:

- Cell Phones (Company/Personal)
- Tablets
- Satellite radios
- GPS Systems
- Any Multimedia Devices (e.g. MP3 player, CD player)
- Computer/Laptops
- Hand Held Gaming Systems

### Electronic Communications Policy

A.L. Helmcamp, Inc.'s electronic communication and computer systems, including email, internet, fax, copy machines, and voicemail systems, are property of A.L. Helmcamp, Inc. These systems are in place to enhance and expedite communications within and outside of the Company. To that end, these systems are intended to be used professionally and for Company business only.

Employees' with communication devices (e.g. cell phone, tablet) whether ALH or CCC issued or personal, shall not use these devices to call, text, read emails, play games, or any other act that distracts the employee from their work responsibilities or keeps them from performing their work requirements as required, or distracts the employee from their ability to work safely.

A.L. Helmcamp, Inc. may intercept, monitor, copy, review, and download any communications or files you create or maintain on these systems. Because these systems are the property of A.L. Helmcamp, Inc., by using such systems the employees acknowledge A.L. Helmcamp, Inc.'s ownership of these systems and thereby consents to interception, monitoring, copying, reviewing, accessing, or downloading of any communications or files on the system by A.L. Helmcamp, Inc. and its personnel. You should have no expectation of privacy when using the Company's computers, voice mail, email, or internet access.

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Your communications and use of A.L. Helmcamp, Inc.'s electronic communication and computer systems, including email, internet, fax, copy machines, and voicemail systems, must comply with A.L. Helmcamp, Inc.'s harassment and equal employment policies. We expect that you will use good judgement in your use of these systems. Your supervisor should be notified of unsolicited, offensive materials received by any employee on any of these systems.

### **Qualified Personnel for Usage**

The use of cell phones from business purposes will be limited to pre-qualified persons only. All other communications, other than for business purposes are strictly prohibited.

Qualified persons covered under this policy will be:

- Area Managers
- General Superintendents
- Foremen (as directed by a supervisor)
- Safety Personnel

### **Computer Policy**

Unauthorized duplication of computer software is prohibited by A.L. Helmcamp, Inc. Typically, computer software is protected by the copyright laws of the United States. When the Company purchases software, that software is typically licensed to be used only by a specific number of users. Copying software without authorization violates the copyright laws of the United States and may subject both the Company and an employee making such copies to serious legal consequences. Accordingly, the copying of computer software contrary to the terms of the applicable license agreement is prohibited.

A.L. Helmcamp, Inc. also prohibits the use or installation of unauthorized software, including programs downloaded from the internet or the web, computer games and copies of software given to you by someone other than an authorized agent for A.L. Helmcamp, Inc. For example, knowingly copying a "pirated" copy of software violates this policy just as copying that software would. Violation of this policy may subject an offending employee to disciplinary action up to and including termination. In addition, under certain circumstances, civil and criminal liability may also attach to violations of this policy. Contact Melvin Barrilleaux ([melb@alhelmcamp.com](mailto:melb@alhelmcamp.com)) for computer and software updates.

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### **Social Media Policy**

At A.L. Helmcamp, Inc., we recognize that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, the use of social media poses certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have developed these guidelines for appropriate use of social media.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or chat room, whether or not associated with A.L. Helmcamp, Inc., as well as any other form of electronic communication.

### **Guidelines**

You are ultimately responsible for what you post online and before creating online content, we advise you to consider some of the risks and rewards involved. Any conduct that adversely affects your job performance, your co-workers' job performance, or otherwise adversely affects members, customers, suppliers, people who work on behalf of A.L. Helmcamp, Inc., or A.L. Helmcamp, Inc.'s legitimate business interests may result in disciplinary action, including termination.

Carefully read these Guidelines, and keep the rules and regulations in the Handbook in mind when posting online to ensure that your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action, including termination.

Please be respectful, fair, and courteous to your co-workers, customers, members, suppliers, or people who work on behalf of A.L. Helmcamp, Inc. Please keep in mind that you are more likely to resolve a work conflict by speaking directly with your co-workers or utilizing the Open Door Policy than by posting complaints on social media. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that may disparage customers, members, associates or suppliers, or that may constitute harassment or bullying. Examples of such conduct includes offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors you know to be false about A.L. Helmcamp, Inc., fellow co-workers,

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members, customers, suppliers, or people working on behalf of A.L. Helmcamp, Inc., or its competitors.

Maintain the confidentiality of A.L. Helmcamp, Inc.'s trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential information.

Respect financial disclosure laws – it is illegal to communicate or give a “tip” on inside information to others so that they may buy or sell stocks or securities.

Do not create a link from your blog, website, or other social networking site to an A.L. Helmcamp, Inc. website without identifying yourself as an A.L. Helmcamp, Inc. employee.

Express only your personal opinions. Never represent yourself as a spokesperson for A.L. Helmcamp, Inc. If A.L. Helmcamp, Inc. is the subject of the content that you are creating, be clear and open about the fact that you are an employee and never post anything on the Internet in the name of A.L. Helmcamp, Inc. or in a manner that could be reasonably attributed to A.L. Helmcamp, Inc. without prior authorization from A.L. Helmcamp, Inc.'s President, Rick Helmcamp. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of A.L. Helmcamp, Inc..”

Please refrain from using social media while on work time or on the equipment that A.L. Helmcamp, Inc. provides, unless it is work-related and authorized by your supervisor and consistent with the A.L. Helmcamp, Inc. Computer Policy. Do not use A.L. Helmcamp, Inc. email addresses to register on social networks, blogs, or other online tools utilized for personal use.

A.L. Helmcamp, Inc. prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, including termination.

Employees should not speak with the media on A.L. Helmcamp, Inc.'s behalf without authorization. All media inquiries should be directed to Tracy Schieffer.

If you have further questions or need further guidance, please contact Tracy Schieffer.

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**Disciplinary action**

Through enforcement of this policy and by education of employees, the Company will seek to prevent, correct and discipline behavior that violates this policy. Engaging in conduct in violation of this policy may result in disciplinary action which could include verbal or written reprimands, suspensions, and termination of employment.

By my signature, I accept the above conditions of Cell Phone and Electronic Device usage during work hours also while driving company vehicles or while operating any ALH/CCC equipment, and I understand that my failure to abide by the rules, regulations, and procedures may result in progressive disciplinary measures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
A.L. Helmcamp, Inc. Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date