

HUMAN RESOURCES			
TITLE:	Cell Phone Policy	EFFECTIVE:	___/___/2010
SIGNATURE:		SUPERSEDES:	

PURPOSE

To establish a policy that describes the Company’s expectations regarding cell phone use. This policy is based on the belief that inattentive driving caused by cell phone use is a significant employee safety issue.

POLICY

It is the policy of the Company to establish cell phone guidelines that will reduce employee risk of vehicular accidents.

Employees **shall not use** mobile electronic devices to send or read e-mail or text messages while operating a motor vehicle under any of the following situations:

- Employee is operating a vehicle owned, leased or rented by the company;
- Employee is operating a personal motor vehicle in connection with company business;
- Mobile electronic device is company owned or leased; or
- Employee is using the mobile electronic device to conduct company business.

Employees **may use** cellular phones when operating a motor vehicle (when allowed by state regulations) **provided hands-free** technology is utilized. This policy is enforceable when the:

- Employee is operating a vehicle owned, leased or rented by the company;
- Employee is operating a personal motor vehicle in connection with company business;
- Cellular telephone is company owned or leased; or
- Employee is using the cellular telephone to conduct company business.

DEFINITIONS

Employee shall mean all employees of Land O'Lakes, Inc. as well as temporary employees and interns.

Supervisor shall mean a salaried Employee overseeing the work of other Employees.

REQUIRED EMPLOYEE NOTIFICATION

Any ticket/violation received by a driver for the illegal use of a cell phone or electronic device will be the responsibility of the driver to report to Fleet Management and EHS within 24 hours. Any employee found violating this policy will be subject to corrective disciplinary action up to and including termination. If the Employee has an accident, the Company reserves the right to review Cell/Smart Phone records to determine if the Employee was in violation of Company Policy. Ticket/Violations will be reviewed by the Fleet Committee and HR for disciplinary action.

RESPONSIBILITY

Each Employee is responsible for complying with this policy and for cooperating with any investigation conducted in support of this policy. An employee who becomes aware of a violation of this policy should report the matter to his/her supervisor or human resources.

Human Resources interprets, administers and coordinates communication relating to the policy, and develops procedures for its implementation.

Supervisors and managers are responsible for the day-to-day implementation of this policy.

Law Department monitors legal requirements affecting drug/alcohol use and testing and provides legal advice and counsel.

Note: Where applicable state or federal laws differ from the above, the law will be followed. For questions about state or local laws, please contact the Law department.

REFERENCES

Land O'Lakes Fleet Manual