



DISTRACTED DRIVING POLICY

Paragon Insulating has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. This includes a safe and appropriate environment while traveling on company business. Distracted driving is a serious safety risk, not only to the driver but also to other occupants in the vehicle, other vehicles on the road and pedestrians.

In order to reduce the risk associated with distracted driving, certain conduct is prohibited while driving a company owned motor vehicle or while driving a personal vehicle while on company business, including:

- Using cell phones or other devices (including hands free)
- Operating laptops, tablets, portable media devices, and GPS devices
- Reading maps or type of documents printed or electronic -
- If you find yourself daydreaming, fatigued, pull over and take a break
- Avoid eating while driving, if you MUST eat in vehicle select smaller finger foods

Drivers must pull over in a safe manner to the side of the road or another safe location before checking messages, returning calls, text messages, emailing, reading maps for directions or programming/ resetting GPS devices.

In addition to distracted driving this includes aggressive driving, please follow these rules below

- Do not change lanes without signaling
- Do not cut off other drivers
- Do not drive in the passing lane unless you are passing
- If another vehicle is approaching move to the right
- Do not tailgate
- Do not use your horn or lights/high beams to punish others
- If encountering an aggressive driver get out of the way quick and safely, do not make them more aggressive or encourage their behavior

A violation of this policy will subject the employee to disciplinary action, and possible termination.