**ELECTRONIC COMMUNICATIONS**

This policy applies to the use of telephones, cellular phones, fax machines, computers and related equipment, as well as voice mail, email, and the Internet.

You are permitted to make limited local area calls on company telephones for essential personal business during lunch or "break" periods only. Emergency calls regarding illness or injury to family members, changed family plans, or calls for similar reasons may be made at any time. Incoming urgent calls will be directed to you.

The Company's toll‐free numbers are available for business use only. They have been established for the convenience of our customers and for any employee who needs to contact the office from another location.

Company‐owned cellular phones are intended for business purposes. The use of employee‐owned cellular phones while on Company time is not allowed, except while on an authorized "break". Recent studies indicate the risk of accident increases fourfold for drivers using a cellular phone, which is comparable to the risk for persons driving under the influence of alcohol. An employee who is driving **must** pull off the road when using a cellular phone under **any** of the following conditions:

 **For any business‐related purpose**

 **During working hours**

 **While driving a Company‐owned vehicle**

Employees may not use Company‐owned computers, fax machines or other equipment to create or distribute chain letters or anonymous email or facsimile messages. Company policies banning sexual, racial or profane harassment also apply.

**The Company requires that the Internet be used solely and responsibly for business‐related purposes.** Authorized personnel may monitor email to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interest of the Company, or any violations of this policy or any other Company policies. Email messages may not include content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive or derogatory. This includes sexual comments or images, racial or ethnic slurs, or other comments or images that would be offensive based on race, color, religion, sex, national origin, ancestry, age, marital status, disability or any other characteristic protected by law.

The introduction of viruses, attempts to breach system security, or other tampering with Company systems is expressly prohibited. Employees must immediately report any viruses, tampering, or other system breaches to the Plant Manager. **Any violation of this Electronic Communications Policy is subject to disciplinary action, including possible immediate dismissal.**

*I have read and understand the Burners, Inc. Electronic Communications Policy:*

Employee Signature Date

Employee Name Position