



Personal Devices and Cell Phone Policy at Worksites

To ensure every effort is made in our commitment to provide safe, healthy, work environments to our employees, J-AAR has developed a personal devices and cell phone policy to help keep workers aware of job-site hazards. The use of personal devices at work can lead to serious injuries because they can distract the worker from hazards.

During on-duty hours, employees may carry their phones, but must receive approval from their site supervisor before using them. Cell phones are to be used for emergencies or work purposes only. The law makes it illegal for drivers and operators to talk, text, type, dial, or e-mail using hand-held devices while operating a vehicle or piece of equipment.

Individuals who need to reach you at work may contact the main office or your supervisor. These numbers are available to all J-AAR employees. You are also free to use your devices at designated break times.

If you have extenuating circumstances, that in your opinion, warrant the use of a cell phone for personal issues or emergencies while working, J-AAR asks that you first discuss them with your supervisor.

Chief Executive Officer

October 1, 2024

Date