

National Steel Erectors Policy on Distracted Driving

Purpose, Background and Applicability

The dangers of distracted driving are a serious concern, **National Steel Erectors** recognizes that distracted driving can impair safe driving and contribute to vehicle crashes. Because of this concern, management has established this policy to protect the safety of our employees, the safety of the general public and our company's assets and reputation.

This policy applies to all commercial drivers operating company equipment, independent contractors operating their own equipment under a lease or owner-operator agreement and to non-commercial drivers, including sales and management personnel and all others operating company owned equipment or their personal vehicle while on duty.

Policy

This policy is intended only to define certain prohibited activities, prescribe certain practices, and make recommendations to help employees safely operate company equipment or perform work for **National Steel Erectors**. Any activity which would cause drivers to take both hands off the wheel at the same time or their mind entirely off their driving responsibilities is prohibited. Driving distractions include devices with voice command or voice to text capability, objects inside the cab, as well as conversations with passengers or co-drivers or interactions with pets. Distractions may also be caused by objects or occurrences outside the cab, such as signs, billboards, "rubbernecking", etc.

Specific Prohibitions

National Steel Erectors prohibits the use of mobile telecommunications devices or In Vehicle Information Systems (IVIS) while driving. A vehicle being driven on company business must be parked in a legal and safe location before using or interacting with a communications device or an IVIS. Conversely, no calls are to be made or text messages sent to employees who are driving, or likely to be driving, by another employee or manager.

Although a list of activities that could be considered distractions would be numerous, the following actions by the driver are specifically prohibited while the vehicle is in motion:

- Answering or making phone calls;
- Engaging in conversations using phones, two-way radios or other communication devices, even when coupled to a hands-free device;
- Creating, reading or responding to email and/or text messages;
- Entering information into an electronic navigation system (GPS), computer, dispatch device or other electronic device which requires the user to enter information;
- Use of headphones or earphones connected to radios, MP3 players, CD players or other similar mobile entertainment devices ; and
- Use of any device in violation of any applicable local by-law, provincial/state or federal law.

Drivers are also expected to observe the following safe practices:

- Do not reach for something that would cause you to move your body and hands from their proper driving positions or that would cause you to take your eyes off the road.
- If you must drink something, use a straw and avoid open cups that might easily spill.
- Pre select radio stations.
- If conversing with a passenger or co-driver, keep your eyes focused on the road ahead. Do not look at the person with whom you are speaking. Avoid any discussion, or conversation, that is contentious or causes you to lose focus on your driving responsibilities.
- Never write or handle paperwork while the vehicle is in motion.
- Do not read a map or atlas while the vehicle is in motion. Study your map and directions while parked.
- Pre-program your GPS with origin and destination points before moving your vehicle.
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- Drivers are to avoid any activity that diverts attention from the driving task such as reading, writing, adjusting controls, etc. unless the vehicle is stopped or parked.

Applicability of Prohibitions and Suggested Practices

The prohibited activities and required practices listed above apply to:

- Operating of any vehicle on National Steel Erectors business regardless of whether the vehicle is owned by the company or the employee;
- Both handheld and hands-free phones and other communication devices;
- All devices, whether owned by the company or by the employee; and
- All conversations, whether personal or business.

Consequences for Violating Policy

If a driver is involved in a crash or other incident, and a significant causal factor is driving while distracted, the driver will be subject to retraining and/or disciplinary action up to and including termination. A driver who is observed engaged in any specifically prohibited conduct will be subject to retraining and/or disciplinary action up to and including termination.

Additionally, certain federal and provincial regulations prohibit the use of cell phones or texting while driving a motor vehicle and violation of this regulation may result in fines. Drivers will be responsible for the payment of any fines resulting from a violation of distracted driving laws.

Statement of Acknowledgment

I have read and will comply with National Steel Erectors Policy on Distracted Driving as stated above.

I understand that violations of this policy will be considered a serious offense and may result in disciplinary action up to and including termination of my employment with National Steel Erectors.

I acknowledge that I have received a copy of this policy including the Statement of Acknowledgment.

Name: _____

Witness Name: _____

Signature: _____

Witness Signature: _____

Title: _____

Witness Title: _____

Date: _____

Witness Date: _____