

AIM DEDICATED LOGISTICS

COMPANY CELL PHONE POLICY FORM

ACCOUNT _____

DATE _____

DRIVER (PRINT) _____

SUPERVISOR _____

PHONE # _____

The following policy is mandatory for all employees using company - issued cell phones;

- 1 Company cell phones remain the property of AIM and must be returned in proper working order and in good physical condition when an employee leaves AIM's employment. If not returned in proper working order and in good physical condition, a payroll deduction will occur for the original value of the phone, allowing for normal wear.
- 2 All phones provided carry a sufficient monthly allotment of airtime minutes for the purposes of conducting business. If an overage of use occurs due to verifiable personal use, the employee will receive a payroll deduction for all minutes over the monthly allotment for that phone. It is the employee's responsibility to understand their plan and to stay within the limits of their allotted airtime. Additionally, calls to "411" or other information services and text messaging *are not permitted*, with any and all charges stemming from their use subject to payroll deduction and the step disciplinary procedure as detailed below.
- 3 In addition to payroll deduction for non - business related overage of allotted airtime, employees may be subject to the following step - disciplinary procedure. However, AIM reserves the right to institute disciplinary action up to and including discharge in the case of excessive abuse of allotted airtime or in the willful damage of company cell phones and other communications equipment or devices.

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|-------------|---|
| 1st Offense | Verbal warning w/ payroll deduction for minutes used over the monthly allotment |
| 2nd Offense | Written warning w/payroll deduction for minutes used over the monthly allotment |
| 3rd Offense | Three (3) day suspension & payroll deduction for minutes used over the monthly allotment. |
| 4th Offense | Termination w/payroll deduction for minutes used over the monthly allotment |

"I have read and understand the AIM Company Cell Phone Policy. I agree to its terms, provisions and penalties and understand that should I use more than my allotted airtime, use disallowed services such as text messaging, e-mail, "411" or other information services calls or return a company cell phone or any peripheral equipment associated in less than proper working order or in less than good physical condition, the costs associated with the replacement, repair, billing or other necessary expenses associated with same will be deducted from my pay. I understand such deduction may be made without any further notification to me from the company."

DRIVER
SIGNATURE _____

SUPERVISOR
SIGNATURE _____