

MOBILE TELEPHONE & DEVICE POLICY

I _____ (Print Name) authorize COMPANY to locate me through my personal mobile device _____ (Phone #) using “myGeoTracking” a software platform for resource tracking, during weekday business hours from 8:00am to 7:00pm.

1. Employee is required to observe standard in-field service hours as a condition of their employment and the Company takes time and attendance via GPS during standard business hours.
2. Employee consents to the GPS monitoring of Company issued phones and devices for determining or confirming employee’s compliance with the Company Time & Attendance policy. Managers or office-based personnel will regularly monitor the precise geographic locations of the phone via global positioning satellite during standard business hours to verify compliance with the Time & Attendance Policy.
3. If Employee is found to be absent from assigned territory during standard business hours without prior notice, consequences will include without limitation those listed in the Employee Handbook.
4. Whether using a Company issued phone or a personal phone for business purposes, you are to observe all federal, state, and local laws regarding mobile phone use. Texting while driving is illegal in many jurisdictions and is strictly prohibited by the Company.

I have read, understand, and agree to abide by the above policies and guidelines.

Employee Name (Printed) _____

Signature _____ Date _____