



Cellphone Policy

Objective

This policy outlines the use of cellphones at work and the safe use of cellphones by employees while operating company vehicles.

Cellphone Policy

Cellphones should be turned off or set to silent or vibrate mode during any outside ops, golf shop or food and beverage shifts, meetings, and in any circumstance where incoming calls may be disruptive to our members and guests.

Personal cellphones

While at work, employees are expected to exercise discretion in using personal cellphones. Excessive personal calls during the workday can interfere with employee productivity and be distracting to others. Employees are encouraged to make any personal calls during nonwork time or breaks when possible and to ensure that friends and family members are aware of Founder Group International's policy.

Founders Group International will not be liable for the loss of personal cellphones brought into the workplace.

Safety issues for cellphone use

Employees whose job responsibility includes the operation of any vehicle on the golf course or driving any company vehicles on public roads are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, employees are required to safely stop any vehicle they are driving before placing or accepting a call. When on the course make sure you are clear of any member or guest play. No guest should see you on your phone for personal use.

Reading or sending text messages while driving is strictly prohibited.

Consequences for Violators

Employees violating this policy will be subject to discipline, up to and including termination of employment.

Employee Acknowledgement

The undersigned employee acknowledges that he or she has read the cellphone use policy and agrees to comply with all terms of the policy.

Employee Signature

Date