



WAREHOUSE OHS - CELL PHONES & PERSONAL MUSIC DEVICES POLICY

Intent

In compliance with Provincial Occupational Health and Safety requirements and The Authentic T-Shirt Company®/SanMar Canada's, (the Company), ongoing commitment to safety and prevention, **the Company restricts all use of cell phones and personal music devices when in the warehouse.** This is essential for the safety and well-being of all employees, to prevent accidents related to cell phone or music device use, and to maintain productivity and efficiency for operations.

In this policy, you will find:

- Who this policy applies to
- Restricted Electronic Activities
- Restricted Electronic Accessories
- Expectations
- Acknowledgement and agreement

Who This Policy Applies to:

- Full-time employees
- Part-time employees
- Casual employees
- Coop students
- Seasonal employees
- Temporary agency staff
- Contractors / sub-contractors
- Other workers performing services on behalf of the Company

Restricted Electronic Activities

- Making or receiving phone calls
- Sending or receiving text messages
- Playing games
- Browsing the internet
- Listening to music

Restricted Electronic Accessories

- Headphones (cordless and corded) are not permitted to be used in the warehouse.

Expectations

- Cell phone and headphone use are to be limited to your assigned breaks outside of the warehouse.

Acknowledgement and Agreement

By affixing my digital signature to this document, I confirm my acceptance of the Warehouse OHS – Cell Phones and Personal Music Devices Policy. I understand all of its rules, policies, terms and conditions and agree to abide by them and any amendments that may be issued. I understand that this policy may be amended and adjusted as needed. I understand that my compliance with this policy is a condition of my employment, and any violation may result in disciplinary action up to and including termination of employment with just cause.