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## Title: Personal Communication Service Device Usage Policy

This policy applies to all Personal Communication Service (PCS) devices to include Mobile Phones, Cell Phones, Smart Phones, and Tablets, Laptops, and Notebook devices used for both incoming and outgoing voice and video calls. TR Launay, Inc. implements and uses these policies and procedures to make sure that we are in compliance with International Marine Contractors Association (IMCA) guidelines. In addition, TR Launay, Inc. employees and subcontractors will adhere to and follow our customer and client policies and procedures while under contract and on assignment.

- Cell phones shall be turned off or set to silent or vibrate mode any time the employee and subcontractor is “on-the-clock” and not on break.
- Employees and subcontractors may carry and use personal cell phones while “on-the-clock” for emergency use only. The employee or subcontractor may become subject to disciplinary action up to and including termination should disruptions or loss in productivity occur due to unauthorized use.
- Management reserves the right to request that the employee and subcontractor provide cell phone bills and usage reports for calls made during the working hours of that employee to determine if use is unauthorized.
- Personal cell phones may be used for company business on an as-needed basis. Employees shall not be reimbursed for their cell phones use unless prior authorization is obtained from management.

[Original Signed By]

Troy Launay  
President, TR Launay, Inc.

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