

Hand-held devices:

Technology is of benefit to us all, and we encourage its use, however, we also encourage the responsible use of technology. Therefore, the following policy is for the safety of the employees, volunteers, members, and others in the community.

- A. Never use a hand-held device, including but not limited to a cell phone, while operating a vehicle. Examples of conduct prohibited under this policy include, but are not limited to, dialing of cell phones, reading or sending emails or messages appearing on such devices, and holding or handling cell phones or similar devices at any time while operating a motor vehicle.
- B. In the event an employee, volunteer, or other person acting on behalf of the church, must use a hand-held device, including but not limited to a cell phone, while in a motor vehicle, he must bring his vehicle to a complete stop by pulling into a parking lot or other lawfully designated parking area.
- C. This policy does not prohibit the use of hands-free devices so long as the user can operate the device without the need to touch, hold, or look at the device. Touching a blue-tooth or similar ear piece for cell phone use is permissible under this policy, so long as the driver does not have to take his eyes off the road to do so.
- D. For employees of the Church, this policy applies during and after work hours to the extent an employee uses such device for church-related activity.
- E. This policy naturally requires that hand-held devices not be used while operating motor vehicles in accordance with the laws of various locales including York, Lancaster, Dauphin, and surrounding counties.
- F. The users of such devices agree to be bound by this policy to the extent they are conducting Church-related business and activity regardless of whether the phone/device is owned by the Church, themselves, or someone else.

HAND-HELD DEVICE POLICY ACKNOWLEDGEMENT FORM

I acknowledge that I have received a copy of the Church's HAND-HELD DEVICE POLICY. I have read and understood it and agree to abide by it at all times.

Date: _____

(User's Signature)