**Personal Use of Company-Provided Cell Phones**

In an effort for Kalman to best serve its customers, some of which require unrestricted ability to contact certain employees, Kalman provides cell phones and smartphone devices to its employees. These devices should be used primarily to conduct company business. Personal use of company provided cell phones might lead to tax complications.

When using a Kalman cell phone, employees are expected to provide optimum benefits in managing expenses for long distance telephone usage. As an example, if there is a choice or an opportunity for savings, a land-based phone should be used for a local call instead of a cell phone.

The employees in possession of company cell phones are expected to protect them from loss, damage or theft. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the phone for return or inspection. Any employee unable to present the phone in good working condition, within the time period requested, may be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

**Safety Issues for Cell Phone Use**

Employees who are in the possession of a Kalman cell phone are expected to refrain from using the phone while driving. Safety must be the first priority. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short and use any hands free device available to them.

Under no circumstances are employees expected to place themselves at risk to fulfill business needs. The employee should use his/her utmost discretion in choosing to accept a call, as calls do not have to be answered at that moment. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for the liabilities that result from such actions.

In some states, cell phone usage while driving is against the law. Kalman expects employees to follow the laws of the state that the cell phone is operated in. Should an employee choose to use a cell phone while driving, he/she releases and indemnifies Kalman from any and all liability that may result from this decision.

Safety is very important to Kalman, it is imperative to use cell phones in a manner that is safe for oneself, pedestrians, passengers and other drivers. While cell phones have become a necessary element of the business world, Kalman requires that its employees act prudently and follow the guidelines listed below for their own and others' safety.
Safety Summary Guidelines:
1. Use a hands-free device when available.
2. Make use of features such as speed dial and voice-activated dialing.
3. Always place calls when parked or before pulling onto the road.
4. Cell phones should be placed where they are easy to see and reach.
5. Do not use cell phones in heavy traffic; allow voice mail to answer.
6. Do not use cell phones in States, counties or jurisdictions, which ban cell phone usage while driving.
7. Keep conversations brief; avoid unnecessary calls or heated exchanges.
8. Pull off the road into a safe area for parking when taking notes, looking up information or during an intense conversation.
9. Special care should be taken in inclement weather, unfamiliar areas, driving toward the sun, or at the hours of dark, dawn or dusk.
10. NEVER send or read cell phone or BlackBerry® text messages (NO TEXTING) while operating a motor vehicle.

Personal Cellular Phones

Employees are expected to keep personal cell phone usage to a minimum. Excessive personal calls during the workday, regardless of the phone used, are disruptive and reduce employee productivity. Personal cell phone calls during work time should be conducted primarily during scheduled breaks or scheduled lunch periods in non-working areas. Employees should make sure that friends and family members are aware of Kalman's policy. Flexibility will be provided in circumstances demanding immediate attention. Kalman will not be liable for the loss of personal cell phones brought into the workplace. The cell phone camera option (if applicable) is NOT to be used in the workplace.

Reimbursement

This cell phone policy does not allow for reimbursement for the entire cost of a personally-owned cell phone or for a percentage of the total phone bill. If an employee decides they do not want a company phone and number, the employee will not be reimbursed for the business use of a personally owned cell phone or similar device.

Exclusively for Verizon Wireless customers, a company discount is available for those employees that wish to take advantage of it. Currently, you can receive 8% off of a minutes plan and 12% off of a data plan. To apply, you must go in person to your nearest Verizon Wireless Retail store with your most recent paystub. The Verizon wireless bill must be in your name to receive the discount.

An employee who regularly exceeds his or her plan minutes because of business calls should consult with their corporate site manager to determine whether Kalman & Company, Inc. should provide a cell phone for their ongoing business use.

Questions concerning this policy should be directed to Eric Kalman, CIO, at eric@kalmanco.com or Ravi Dass, Deputy CIO, at (757) 353-8300, or ravi.dass@kalmancoinc.com.