



SOP 34-22CW August 01, 2022

## COMPANY SHOP CELL PHONE POLICY

**Purpose:** Price Enterprises, Inc. has issued (1) one shop cell phone to each Car Wash location. It is available for only Managers & Supervisors to use for work-related purposes. Cell phones issued by the Company are Price Enterprises, Inc.'s property. The cell phone must always remain on the Car Wash property, no employee shall take it home. It is the responsibility of the Leadership Team, (which consists of the Manager, Supervisor, and Shift Supervisor) to maintain the care and maintenance of their assigned shop cell phone.

As the assigned shift leader, I understand that I am fully responsible for the use of the company-issued cell phone and agree to the following:

1. Use of company-issued phone is a privilege that Price Enterprises, Inc. may withdraw at any time, with or without cause.
2. Company-issued cell phones are to be used for business purposes only.
3. I am responsible for answering calls from corporate, customers, and vendors in a professional manner, while maintaining proper phone etiquette. If I am unable to answer a call, I will return the phone call as soon as possible.
4. Voicemail messages will be checked frequently throughout the day to be sure corporate, customers, and vendors are contacted back in a timely manner and as soon as possible.
5. I may not use the company-issued cell phone for any cameras, video and audio recording at work that can cause violations of privacy and breaches of confidentiality. However, it can be used to take photos or videos for work related matters such as accidents, incidents, damage complaints, etc. I must report these photos or videos immediately to the company's owner, operations managers, and/or HR.
6. I am solely responsible for the security of the company-issued cell phone and the information stored on it. If lost or stolen I understand I must immediately notify the company's owner, and/or HR.

1034A Kilani Ave. # 102 Wahiawa, HI 96786 - Office: (808) 621-0899 – Fax: (808) 622-4448

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**PRICE ENTERPRISES**  
INC

- 7. The use of the company-issued cell phone is prohibited, while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, browsing the Internet, receiving, or responding to emails, checking for phone messages, or any other purpose related. This includes the Gator at the Kapolei facility.
  
- 8. Violations of the foregoing rules will be considered a serious offense and may result in disciplinary action up to and including termination. This policy will remain in effect so long as the employee has the company-issued cell phone or until a new policy has been issued.

*Ashley La Cuesta-Ota*  
 Ashley La Cuesta-Ota  
 Senior Executive Officer

## **COMPANY SHOP CELL PHONE POLICY ACKNOWLEDGEMENT**

I, \_\_\_\_\_, hereby acknowledge that I understand the responsibility as a shift leader regarding our company-issued shop cell phone with serial number # \_\_\_\_\_. I have been provided with and read the company shop cell phone policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including to but not limited to forfeit of my cell phone privileges or my termination.

\_\_\_\_\_  
 Printed Name of Employee

\_\_\_\_\_  
 Signature of Employee

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Company Representative

\_\_\_\_\_  
 Signature of Company Representative

\_\_\_\_\_  
 Date

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