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American Institute of Certified Public Accountants
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Organizational Wireless Device Policy

It is the policy of the Organization to provide a safe and healthful work environment for its employees and, to the extent reasonably possible, to prevent injury to third parties while employees are performing their work activities. From time to time, employees may be authorized and required to operate a licensed motor vehicle in order to perform their work activities. This policy is intended to control the manner and means under which any employee may utilize a wireless device, whether such wireless device is issued by or the cost subsidized by the Organization or personally owned by the employee, during the time period when the employee is authorized and/or required to operate a licensed motor vehicle in order to perform work activities.

When an employee is authorized and required to operate a licensed motor vehicle on organizational business, in every situation, no employee is authorized to talk on a wireless device while the vehicle is in motion. Additionally, all employees are prohibited from using data services on their wireless devices, such as texting, accessing e-mail or accessing the mobile web or other distracting activities, while driving.

This policy is intended to comply with existing federal, state or local laws and regulations which may control the usage of a wireless device during the operation on vehicle on organizational business during the employee's normal working hours. The Organization reserves the right to amend or modify this policy at any time to comply with any such federal, state or local law or regulation which controls the usage of wireless devices while on organizational business and during normal working hours. This policy shall be deemed to be amended or modified to comply with such federal, state or local law or regulation that controls the usage of wireless devices while on organizational business and during normal working hours.

The Organization requires all employees, when operating a licensed motor vehicle, to exercise extreme caution in regards to their own safety and the safety of others at all times. In addition to wireless devices, employees are not authorized to engage in any activity that might distract them from driving in the safest possible manner.

Signed by Employee: _____

Date: _____