



DISTRACTED DRIVING POLICY

Note: This Policy is the property of Republic Services, Inc. and/or its subsidiaries and affiliated entities (collectively referred to herein as "Republic" or the "Company") and is to be used in connection with the conduct of Republic's business. This Policy is not intended to and does not constitute or create contractual terms of employment. Refer to the [Policies and Procedures Manual](#) ("PPM") section of [Inside Republic Services](#) for the most current versions of Republic's Policies.

POLICY NUMBER: SFT-103

CATEGORY: Safety

ORIGINAL EFFECTIVE DATE: 01/01/2025

LATEST REVISION DATE: N/A

POLICY CONTACT(S) AND QUESTIONS: Director, Safety

POLICY HIGHLIGHTS:

- This Policy applies to all employees of Republic Services, Inc. or any of its subsidiaries (the "Company") while operating a Company Vehicle or while making work-related calls or sending work-related messages while driving a Personal Vehicle.
- All employees must use speaker phone only and a single button or voice commands to initiate, answer, or terminate a call on a mobile device while operating a vehicle.
- All employees must refrain from the use of over-the-ear or in-ear devices for any purpose while operating a vehicle.
- All employees should minimize activities that may distract them from driving safely.

PURPOSE

The purpose of this Policy is to set forth Company rules for the use of handheld mobile or over-the-ear or in-ear devices to reduce distractions while driving.

SCOPE

This Policy applies to all employees while operating a Company Vehicle or while making work-related calls or sending work-related messages while driving a Personal Vehicle, except that it does not apply to the extent inconsistent with an applicable collective bargaining agreement or applicable labor laws, which may or may not impose additional restrictions or limitations.

REQUIREMENTS AND RESPONSIBILITIES

The Company values the safety and well-being of employees and members of the motoring public. Employees must follow these rules while operating a Company Vehicle or while making work-related calls or sending work-related messages while driving a Personal Vehicle:

Requirements When Operating a Company Vehicle:

Speaker Phone Only: Employees may use hand-held mobile devices only on speakerphone (or an integrated Bluetooth speaker system if vehicle is equipped), and only when it is safe to do so. Employees must initiate, answer, or terminate calls using voice commands or by touching a single button on the mobile device. The mobile device must be mounted in a location that allows the employee to use a single button, or voice commands, while remaining in a seated driving position, without reaching and without holding the mobile device. To reduce distraction, the frequency and length of calls should be limited.

Safe Parking for Calls: If an employee must make or receive a call that requires significant interaction, they must safely park the vehicle before using the mobile device.

No Texting, No Typing, No Texting By Voice: Texting or typing for any reason, or using voice activation features to read or send text messages on a mobile device while driving is strictly prohibited, but is allowed if the vehicle is safely parked.

Over-Ear or In-Ear Devices: Employees are not permitted to use over-ear or in-ear listening devices for Bluetooth audio purposes while driving a Company Vehicle. Device examples include, but are not limited to, Bluetooth devices such as AirPods, earphones, earbuds, or headsets, even if the device covers only one ear. Employees may use hearing aids while driving, but CDL drivers must have an approved exemption from the DOT's hearing standard. An employee using hearing aids equipped with Bluetooth may not use the Bluetooth functionality while driving. Employees may listen to the radio while driving if it does not create a distraction.

Use of Tablets: Employees may use Tablets only when it is safe to do so. Tablets should be locked out when the vehicle is traveling at 10 mph or higher. Use of a Tablet at speeds above 10 mph violates this policy.

Requirements When Driving a Personal Vehicle:

When making a work-related call or sending a work-related text message while driving a Personal Vehicle:

Speaker Phone Only: Employees may use hand-held mobile devices only on speakerphone or when connected to an integrated Bluetooth speaker system, and only when it is safe to do so. Employees must initiate, answer, or terminate calls using voice commands or by touching a single button on the mobile device or steering wheel controls. The mobile device must be kept in a location that allows the employee to use a single button, or voice commands, while remaining in a seated driving position, without reaching and without holding the mobile device. To reduce distraction, the frequency and length of calls should be limited.

Over-Ear or In-Ear Devices: Employees are not permitted to use over-ear or in-ear listening devices while making a work-related call. Device examples include, but are not limited to, Bluetooth devices such as AirPods, earphones, earbuds, or headsets, even if the device covers only one ear.

No Typing, No Holding: Typing on or holding a mobile device to read or send work-related messages is strictly prohibited, but is allowed if the vehicle is safely parked.

Local Laws

If an employee is operating a Company Vehicle or Personal Vehicle in a location where local law is more restrictive than this Policy, the employee shall follow the more restrictive law.

CONSEQUENCES OF NON-COMPLIANCE

Any Company employee, regardless of position or title, who fails to follow this Policy may be subject to disciplinary action, up to and including termination of employment.

REPORTING AND PROTECTION FROM RETALIATION

Employees are encouraged to speak up without fear of retaliation when they see or suspect policy violations. Retaliation is prohibited and will not be tolerated at the Company. Retaliation means that an employee is subjected to a negative consequence for reporting a concern under this Policy or participating in an investigation under this Policy.

DEFINITIONS

Company Vehicle - means any vehicle owned, leased, or rented by the Company, including any commercial motor vehicle, heavy equipment, pick-up truck, container delivery truck, off-road vehicle, or powered industrial truck such as a forklift.

Personal Vehicle – means any vehicle owned, leased, used by permission, or rented by an employee.

Tablet – means a Company-provided electronic device used for work-related activities, such as a RISE or MPower Tablet.

POLICIES, PROCEDURES AND OTHER RESOURCES

- [SAFE Handbook](#)
- [Code of Business Ethics and Conduct](#)
- [PPM SharePoint Site](#)
- [Speak Up Poster](#)
- Ethics & Compliance team (EthicsandCompliance@republicservices.com)