

# Legal Resource Group, L.L.C.

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## Cell Phone Policy

The following represents the firm's policy on the use of cell phones for firm business and for personal use during working hours. It applies to all lawyers and staff.

### Use of Cell Phones in the Office

Cell phone use in the office is discouraged. It is recognized that personal situations may require occasional brief cell phone conversations during the working day; however, such calls should be limited in frequency and duration and not conducted in a manner that is disruptive to the office environment. Cell phone ring tones should be turned off whenever possible and the "vibrate" alert used. Cell phones may specifically be used during breaks and lunch in the firm lunch room or in the smoking areas outside the building.

### Camera Phones

To protect the privacy of our lawyers and staff and to maintain the confidentiality of our clients, photographs using the camera function on a cell phone may not be taken at any time in the firm's offices.

### Call Forwarding

The firm's business telephones may not be forwarded to a cell phone nor may a cell phone be forwarded to a firm business telephone. Lawyers and staff may reference their cell phone number in their voice mail message.

### Use of Cell Phone In an Automobile

Driving while using a cell phone has been found to be a dangerous practice. Therefore, it is the policy of the firm that lawyers and staff may not use a cell phone for business purposes while driving a car unless the car is equipped for hands free telephone operation. This includes business telephone calls made outside of normal office hours. The firm further encourages employees to refrain from using a cell phone for personal purposes while driving a car.

### Cell Phone Cost

All firm lawyers are expected to have a cell phone available for use outside the office. In addition, certain staff members may be requested to have a cell phone available at certain times and provide their supervisor with their cell phone number. Any lawyer or staff member who is asked to have a cell phone available will be reimbursed \$60 per month as partial reimbursement of the cost. Reimbursements will be made annually at year end.