



PERSONAL ELECTRONIC DEVICE (PED) POLICY

For the purpose of my own safety, and the safety of others around me, I agree to adhere to the stipulations set forth by the Personal Electronic Device (PED) Policy.

I understand that this policy is secondary to any clients' policy pertaining to personal electronic devices. I will uphold any clients' rules and regulations regarding the use of personal electronic devices while on site and revert to Swab Master Ltd.'s policy when no clients' policy is found on site or when working in the shop.

Management/Office /Staff /Supervisors – are permitted to use a PED during work hours, providing the purpose is work-related. For example, a Supervisor may use their cell phone to check in with a client or with Swab Master Ltd Management.

Rig Assistants/Shop Hands/Helpers – are NOT permitted to use any PED during work hours. This includes working in the shop or in the field at a well location.

Visitors/Contractors – are permitted to use their own PED, providing they are in a safe environment as deemed by their Swab Master Ltd. convoy.

I agree to adhere to the general prohibitions as well as the driving prohibitions listed in the Personal Electronic Device (PED) Policy, including but not limited to:

- Engaging in personal conversations
- Playing games
- Surfing the internet
- Sending SMS/MMS text or video messages
- Use of any social media platforms
- E-reading
- Checking mail

*NO use of a Personal Electronic Device (PED) while driving for any reason.

I will ensure that my family, friends, loved ones, and next of kin are aware of the appropriate contact number to reach me during work hours in the event of a personal emergency.

I understand that if I violate this policy by carrying any PED on my person during work hours, or using a PED inappropriately during work hours, I will be subject to disciplinary actions as outlined in the Disciplinary Policy.

Employee (Printed)

Witness (Printed)

Signature

Signature

Date

Date