FMCG_FL-2C

Miami Operations

**Communication-Portable Electronic Device Policy**

**POLICY**

All personnel utilizing portable electronic devices (PED) in Freeport-McMoRan Miami Operations (FMMO) must comply with all federal and local requirements, and Freeport-McMoRan personnel conduct polices.

**SCOPE**

This policy shall be used by all Freeport-McMoRan Miami Operations (FMMO) personnel, contractors and vendors. This policy includes the use of cell phones, Blackberries, iPods/MP3’s, two-way radios, scanners and other similar communication devices.

**PURPOSE**

The purpose of this policy is to standardize the use of PEDs and ensure compliance with appropriate guidelines.

**PERSONAL PEDS**

* The use of personal cell phones, Blackberries, iPods/MP3s, two-way radios, scanners and other similar PEDs are **prohibited** in the workplace.
* The use of cell phones, Blackberries, and other PEDs while operating personal vehicles on company property is prohibited, including the use of such communication devices in “hands free” mode.
* FMMO employees and contractors who bring personal cell phones on the property are expected to leave their cell phones either in their desk, their locker, or in their personal vehicle in the parking lot, whichever is applicable. Personnel cell phones, Blackberries, iPods/MP3s, two-way radios, scanners and other similar PEDs cause a disruption in the work environment and will not be allowed.
* A list of contact personnel and phone numbers will be given to employees in the event someone from outside the property has the need to contact an employee in an emergency situation.
* If an emergency situation arises, employees can be contacted at work ie: through their supervisor, etc and a message will be relayed to them.

**COMPANY-ISSUED CELLULAR PHONES AND BLACKBERRIES**

* No employee is entitled to Freeport-McMoRan technology services; such service is a privilege that, if abused, is revocable at management’s discretion.
* Employees are responsible for operating vehicles and equipment and working within the production area in a safe and prudent manner at all times.
* Text messaging, picture messaging and other features that would distract an individual from their task will not be allowed.
* It is against company policy to take photographs or videos while on company property.
* The use of cell phones, Blackberries, and other PEDs while operating company vehicles, or equipment, at all times is prohibited, including the use of such communication devices in “hands-free” mode.
* Never discuss confidential or sensitive information on a cell phone.
* A company-provided cell phone or Blackberry is a company asset governed by this and other Freeport-McMoRan personnel conduct policies. Company cell phones and Blackberries are for business purposes.

**EMERGENCY USE**

* In the event of an emergency, a land-line phone should be used to call for assistance, as this provides emergency responders with detailed location information and ensures the confidentiality of the call. If a land-line is not available, the cell phone or Blackberry may be used.

1. Give the exact location of the incident.
2. Stay on the line to provide additional details.
3. Never give/transmit the name or identification/equipment number of personnel involved in the incident over a cell phone or Blackberry.

**RESPONSIBILITY**

Employees

* All employees are expected to understand and comply with all requirements of this policy.

Supervisors

* Area supervision and FMMO leadership is responsible for ensuring thorough communication and compliance of this policy.
* Violations of the Freeport-McMoRan Miami Operations Communication/Portable Electronic Device Policy could warrant disciplinary action up to and including discharge.