

Personal Electronics Usage Policy

PURPOSE:

This policy is intended to describe how employees, contractors, visitors, and guests may utilize personal mobile electronics while inside Function locations.

SCOPE:

The policy is applicable to all Function of Beauty employees, contractors, visitors, and guests.

This policy is applicable to all Function of Beauty-owned or leased facilities at all locations.

This policy will not supersede restrictions described in the Function Inc. Non-Disclosure Agreement, including any updates or addendums that may be added unless specifically stated. Function of Beauty Leadership and/or Human Resources will make the determination if any exceptions described in this policy to the restrictions in the Non-Disclosure Agreement apply on a case-by-case basis.

DEFINITIONS:

1. Function of Beauty Leadership includes:
 - a. Operations Managers
 - b. Senior Operations Managers
 - c. Vice Presidents
2. Personal Electronics
 - a. Personal electronic devices include but are not limited to:
 - i. Cell phones
 - ii. MP3/Tape/CD players
 - iii. Pagers
 - iv. Laptops
 - v. Radios
 - vi. Smart Watches/Watches with input capability
 - vii. Other devices as necessary

- b. Devices in this list being used for work purposes are not personal electronic devices (e.g., work laptops or handheld scan guns).
- 3. Powered Industrial Truck (PIT)
 - a. PIT refers to any equipment used to push, pull, lift, stack, move or tier material.
 - b. PIT includes any forklift, high low, electric pallet jack, straddle stacker, walk-behind stacker, reach truck, or similar device powered through electric or gas propulsion.
 - c. Scissor lifts are included in PIT equipment.

POLICY:

- 1. Company Vehicle (Automobiles) Usage
 - a. Personal electronics may only be used while operating company vehicles that are equipped with hands free devices, either built into the vehicle or added.
 - i. Personal Electronic Devices are never permitted while operating company vehicles including cars and trucks.
 - ii. To remain free of unnecessary distractions while driving, using electronics should be kept to a minimum, even when hands free devices are available and used.
- 2. Powered Industrial Trucks & equipment
 - a. When operating any Powered Industrial Truck (PIT), personal electronic devices are NOT permitted to be used at any time.
 - i. In addition, headphones are NOT permitted at any time.
 - ii. Hands-free devices are also NOT permitted at any time while operating PIT equipment.
- 3. Site Areas
 - a. Production Areas
 - i. Personal electronic devices may not be used in any production area.
 - 1. Headphones or earpieces are NOT permitted at any time.
 - ii. If there is an emergency that requires the use of a personal electronic device, an exception can be made for that employee at the discretion of leadership, HR, and/or EHS.

- iii. Personal electronic devices may be used in production areas by leadership, HR, and/or EHS for work-related purposes only.
 - b. Warehouse Areas
 - i. Personal electronics may not be used in warehousing areas. Headphones with earpieces are also restricted.
 - ii. If there is an emergency that requires the use of a personal electronic device, an exception can be made for that employee at the discretion of leadership, HR, and/or EHS.
 - iii. Personal electronic devices may be used in warehouse areas by leadership, HR, and/or EHS for work-related purposes only.
 - c. Personal electronic device usage in all other areas is left to the discretion of leadership and the Environmental Health & Safety Department (EHS)
4. Situations that May Override Restrictions on Photography, as described in the Non-Disclosure Agreement.
- a. A member of Senior Leadership has given specific or written permission for device usage in this capacity.
 - b. Supervisors may take photographs pursuant to a Supervisor's Initial Accident Investigation with the following stipulations:
 - i. The photographs are directly related to the specific incident response.
 - ii. The photos are transferred from the personal mobile device to the Function digital environment as soon as is feasible, but before the supervisor leaves the building for any reason.
 - iii. The photos will not be automatically or manually uploaded to personal cloud storage or any other personal storage device or system.
 - iv. The photos are immediately deleted (including any "trash" or "back up" folder or location) after they are transferred from the device.
 - c. **Note:** Wherever possible, photos should be taken using a Function Inc. owned device

5. Broadcasting Audio/Video from a Personal Mobile Device

- a. Should a personal mobile device be utilized to play music or other entertainment that will be broadcast generally inside any Function facility, the following stipulations will apply:
 - i. The audio volume will be kept to no more than **80dB (a conversation level)** at the closest workstation to the speaker(s).
 1. **Exception:** if device volume is set at any level that would make hearing emergency notifications or safety equipment or alarms impossible or difficult, Leadership, EHS and HR have the authority to adjust audio volume levels to an appropriate level.
 2. There is no exception that will allow volume levels over 80dB.
- b. Broadcast music at a Function facility shall be free from profanity or inappropriate content. If there are any concerns raised about the content being broadcast in a work area, the concern shall be brought to the attention of HR, leadership, and EHS.

6. Document Review and Approval

- a. **Date Devised:** 04-21-21
- b. **Reviewed Date:** 05-07-21
- c. **Date Approved:** 05-07-21
- d. **Approved By:** Ed Noter, Director, EHS