



Communication Device Waiver

I, _____ understand that On Trac, Incorporated will, at no cost to me, provide a company owned communications device (phone, computer, tablet, etc.) so that I may perform any functions and communications required to complete my job. However, at this time, I choose to use my own personal device(s) for work-related communications and decline the company owned device(s).

Personal Device(s) include the following:

I understand that all costs associated with this decision (*including but not limited to operational costs and overage charges for minutes, texting, and data usage*) will be my responsibility and I will at no time hold On Trac, Inc. accountable for any expenses associated with my decision to use my own personal communication device for work purposes.

I will abide by the following terms regarding the use of my personal communications device(s) by signing this waiver:

- On Trac, Inc. personnel may contact me on this device in regard to completing ALL work-related activities. This includes normal work hours but also includes, and is not limited to: after hour work, weekend work, on-call work, and traveling work.
- If my device becomes non-functional, I will (*at my own cost*) have my device repaired or replaced within 24 hours. I will communicate this issue to my immediate supervisor as soon as I am aware of it.
- During work hours I WILL PRIORITIZE ALL WORK COMMUNICATIONS over personal communications.
- During work hours I will limit personal communications to times when my job performance is not impacted.
- During work hours I will not engage in personal communications while on customer or client premises.
- As appropriate, I will not disengage the audible ringing of the device during work hours (as defined above.)

I understand that On Trac, Inc. will not reimburse me for any expenses incurred while using my personal communications device(s) for company activities. I still choose to use my own device and waive the option of utilizing a device that On Trac, Inc. would supply otherwise.

Technician Signature

Date

Manager Signature

Date