

	Pruitt Production Services, Inc. (PPSI)	Doc No:	P-PCPUWR	
		Initial Issue Date	05-09-2025	
		Revision Date:	Initial Version	
Personal Cell Phone Use for Work-Related Purposes Policy		Revision No.	0	
Preparation: Human Resources		Next Revision Date:	05-09-2026	
Authority: President		Page:	Page 1 of 2	
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1. Purpose

This policy establishes expectations for the use of personal mobile devices by employees to support PPSI operations. Such use may include clocking in and out, accessing approved work applications, submitting documentation, and receiving job-related communications. PPSI enforces this policy to enhance operational efficiency, accountability, and responsiveness across job functions.

2. Scope

This policy applies to all PPSI employees who are directed or authorized to use personal mobile devices for work-related purposes.

3. Compliance with Law

PPSI complies with all applicable federal and state laws governing the use of personal devices in the workplace, including those in Texas and New Mexico. While PPSI may require the use of personal mobile devices for operational functions, there is currently no federal or state law that mandates reimbursement to employees for such use.

PPSI may utilize geo-location tracking features through approved applications to support timekeeping, job coordination, and field accountability. The use of geo-tracking apps—such as those used to clock in and out or confirm location during work hours—is legally permitted under federal and state law, provided the employee is notified and the data is used exclusively for legitimate business purposes. All personal device use must conform to PPSI's operational standards and legal responsibilities.

4. Authorized Use of Personal Devices

Employees may be required to use their personal mobile devices for the following PPSI-related functions:

- Clocking in and out using timekeeping systems approved by PPSI, which may include geo-tracking functionality to confirm time and location, and which are operated through approved third-party applications.
- Accessing work platforms, project management tools, or software necessary to perform assigned duties.
- Receiving job assignments, instructions, or scheduling updates from supervisors or dispatch.
- Submitting job-related reports, forms, or photos, such as equipment inspections, timecards, safety issues, or field activity documentation.
- Using GPS or mapping tools to navigate to job sites or client locations.
- Participating in team communication channels, including group messaging for field coordination.
- Accessing mobile learning modules or required safety training platforms.
- Receiving emergency alerts or company-wide safety notifications.
- Verifying jobsite access, codes, or gate entry using approved apps or communication threads.
- Communicating with clients or vendors, when such communication is authorized by a supervisor and job-related.

Employees must ensure their devices are functional, compatible with required software, and capable of consistent connectivity to perform these duties.

5. Privacy and Data Security

- PPSI does not access or manage personal content unrelated to business use.

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- Required applications may collect specific operational data (e.g., location tracking, timestamps, submission logs), and such use will be disclosed in advance.
- Employees must follow all PPSI data protection and cybersecurity protocols when accessing or storing company-related information on personal devices.

6. Employee Responsibilities

- Employees are responsible for maintaining a functioning personal mobile device suitable for job-related tasks as defined by PPSI.
- Any inability to perform required functions due to device issues must be reported to a supervisor or Human Resources immediately.
- Employees may not remove, disable, or interfere with the use of authorized company applications.
- Employees are only authorized to use their personal mobile devices during company time for activities directly related to PPSI business. This includes the use of approved applications or performing specific tasks outlined in this policy. Use of personal mobile devices for non-work-related purposes is strictly prohibited during work hours and is only permitted during designated break periods or when the employee is off the clock. All mobile device use must comply with the PPSI Cell Phone Policy.

7. Alternative Procedures

Employees with concerns or limitations regarding personal device use may submit a written request for alternative arrangements to their supervisor or Human Resources. PPSI will review such requests on a case-by-case basis and respond based on operational needs and business practicality.

8. Consent and Acknowledgment

Employees required to use personal mobile devices for PPSI purposes must complete and sign a Consent and Acknowledgment Form confirming:

- Understanding and agreement to this policy;
- Responsibility for maintaining a working device;
- Willingness to comply with company directives related to personal device use.

Refusal to sign may impact the employee's ability to fulfill job responsibilities.

9. Policy Enforcement

Failure to comply with this policy, including refusal to use personal mobile devices when required, tampering with authorized applications, or mishandling PPSI data, may result in disciplinary action up to and including termination, in accordance with PPSI policies and applicable law.

10. Contact

For questions or additional information regarding this policy, employees should contact PPSI Human Resources Department.