

Effective: 1/7/2011

I. PURPOSE

The purpose of this Mobile Phone Policy is to provide employees with guidelines for using their personal mobile phones at work that ensures personal safety and productivity.

II. SCOPE

This policy applies to all Resolute Forest Products employees and contractors.

III. DEFINITIONS

Mobile phone – Any wireless hand held electronic device with the ability to receive and/or transmit voice, text or data messages over a cellular network.

IV. POLICY

Employees are expected to exercise discretion in using their personal mobile phones while at work. To avoid any interference or distractions in the workplace, employees are directed to engage in personal calls only during breaks or meal periods. Emergency calls should be made from a desk phone.

Using a mobile phone (calls, texting) is prohibited when operating or tending equipment. Operating equipment includes but is not limited to:

Operating mobile equipment such as cars/trucks, fork/clamp trucks, or heavy equipment

When engaged in any process equipment operation including inside a control room when using a console to control a process.

Using a mobile phone to access or visit Social Networking Sites is prohibited while on company property (i.e., Facebook, Twitter, etc.).

If you have to use your mobile phone, you should move to a safe place such as a control room or break room.

Employees who use their mobile phones to conduct company business are not restricted in use to break time and meal periods, but all other restrictions still apply.

Employees are not permitted to use their personal mobile phone cameras to take photographs while on the company property.