

### Corporate Cell Phone & Data Device Policy

Depending on your job duties, at the discretion of your supervisor, you may receive a Company-owned combination cell phone / data device (currently, a Blackberry) for your use in conducting Cambridge business. The device will come with a Company-owned phone number.

Cell phone minutes, data plans and text messaging features are allocated to each device on a monthly basis. Average usage is expected to approximately 450 phone minutes and no more than 200 total (outgoing & incoming) text messages per month, per employee. Mobile email is unlimited. Please note that this is only a guideline; depending on your individual duties and travel schedule, your supervisor may determine that you need additional minutes and/or message capacity, at which point your allocation can be expanded.

Of course, your primary purpose during work hours is to conduct company business, but it is understood that you may place and receive occasional calls or messages of a personal nature on your cell phone / email device. So long as they are brief and don't interfere with your work, these communications are perfectly acceptable.

### Corporate Cell Phone & Data Device Policy While Driving

Cambridge recognizes that the use of cell phones & data devices while driving a motor vehicle is distracting, poses a potential hazard to you and to others, and is, in some cases, unlawful. The Company does not condone the use of such devices when you are driving. You are expected to use good judgment in protecting your own safety and the safety of others and to follow all applicable laws in this regard (for example, by stopping your vehicle in a safe place to take or place a call or to send or read a message).