

# Memo

To: All JPW Riggers Employees  
From: John Wozniczka Jr.  
Date: 08/09/2018  
Re: ***Company Issued Cell Phones***

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***PER JOHN WOZNICZKA JR. :***

IF YOU WERE ISSUED A COMPANY CELL PHONE:

- THEY MUST BE LEFT ON **AT ALL TIMES**
- VOLUME MUST BE LEFT **ON HIGH**
- WHEN JOHN WOZNICZKA JR. CALLS YOU, **ANSWER IT**
- PERSONAL USE OF COMPANY CELL PHONE (OR ANY CELL PHONE) **IS NOT ALLOWED DURUING WORK HOURS**