



## Headphones and Ear Buds at Work Policy

### **Purpose:**

This policy specifies Landscape Effects Group's expectations for the use of headphones or ear buds to listen to music at work while working on any company property or client site where equipment and/or machinery is operated. This includes all Design Build sites, Maintenance sites, LFX Supply Centre Yard or in any LFX Vehicles, Rochester Place Golf Course and Resort and Parkside Grille.

### **Policy:**

Team Members **may not use any music device** on the jobsite or in their workplace while they are working. This is specific to any team members who work outdoors on construction sites, maintenance sites, at LFX Supply Centre, on the golf course/resort, or in the kitchen operating any form of equipment or machinery.

Listening to music through headphones or ear buds can impede a team member's ability to hear alarms or sirens, calls from co-workers, instructions from supervisors; distracts workers and may interfere with the proper and safe use of equipment or machinery; and poses the risk that the music devices themselves and/or accompanying headphones may get tangled in machinery or equipment.

This policy applies to all team members at Landscape Effects Group worksites (LFX Supply Centre, Design Build, Maintenance, Rochester Place Golf Club & Resort, Parkside Grille, CS Concrete).

Team Members are permitted to use music devices while they are not working, provided that the use of those devices is confined to breaks.

Office team members may use headphones or play music while working, but must be mindful of others around you, phone calls etc.

### **Violations:**

Any employee violating this policy shall be subject to the appropriate disciplinary action.

### **Acknowledgement and Agreement**

By signing below, I acknowledge that I have read and understand the contents of this policy. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_