

Dear staff,

Ensuring our employees return home safely to their families has and will always be a top priority for <insert company name>. Many of you have heard the ongoing dialog about the dangers of cell phone use while driving. After careful review of the latest research, it is our opinion that cell phones and driving can be a deadly combination. For that reason, <insert company name> will be implementing a ban on using handheld and hands-free cell phones while driving for all employees in the coming weeks.

We are sure there are concerns about drops in productivity; however, we've reviewed surveys from other organizations that implemented policies and those organizations didn't report decreases in productivity.

Cell phones have quickly become a way of life for many of us. We feel compelled to stay connected. I share that feeling. However, the truth of the matter is that our brains simply cannot handle two tasks at the same time that require thinking. As part of the implementation process, we will be sharing with you what we learned and let me tell you, it's frightening. I would not want to explain that my call or text caused the death of someone's loved one. Sadly, this is what is happening when drivers are distracted by their cell phones. For your safety, and the safety of those around you while driving, we don't want you using your cell phones while driving.

This risk just isn't worth it. I'm sure you would all agree that safety is more important than a phone call or text message. We are implementing a total cell phone ban that covers all handheld and hands-free devices and it applies to all of our employees. We've learned that hands-free devices provide nothing more than a false sense of security. All they do is allow the driver to put one more hand back on the wheel. The distraction in the brain still exists. We simply cannot perform two tasks at the same time that require significant cognitive resources.

Safety is paramount – at work, at home and on the roads. We want to ensure you return to your families safely.

We appreciate your cooperation. If you have any questions, please feel free to notify <insert contact name> at <extension> or <email>.

Sincerely,

Insert your Name and Title
Insert your Company