TWO WAY-RADIOS POLICY AND PROCEDURES

Purpose and Scope Two-way radios will be issued to those employees who are required to communicate to one another and or supervisors. The object is to create an atmosphere on the radio that will contribute to maximize productivity.

The following are the expectations for the usage of the two-way radio system:

1. Listen to ensure other traffic is not in progress and/or that the traffic has been cleared before keying your radio.

2. Initiate transmission by stating your radio number followed by the radio channel you are attempting to contact, (i.e. "1 to 15").

3. Repeated calls trying to contact a station should be avoided. If you have tried 2-3 times with no answer, then make contact some other way

4. Transmissions should be as short as possible and should be restricted to Paket Corporation business. Think before starting to transmit so the number and length of transmissions can be limited.

5. Upon completion of your radio traffic, the net should be cleared by transmitting the radio number and 'clear', (i.e. "15 clear").

6. Where an operation is going to require frequent transmissions such as fire systems checks, an alternate channel or net should be used.

7. In an emergency, the caller should key and indicate an emergency. All traffic in progress shall clear the net and remain off the net until the emergency is terminated. The initiator of the emergency call shall indicate when the emergency is over by broadcasting "Emergency is terminated".

8. Use of obscene or abusive language, keying of radios and/or making noise or playing music or transmitting other sounds over this net is strictly prohibited; is in violation of Paket Corporation's Conduct Policy and will result in disciplinary action.

Responsibilities

Radio operators shall operate their radios in accordance with these policies and procedures.

1. Supervisors shall periodically monitor the net to ensure their staff is complying with these procedures.

2. Managers shall ensure that radio operators in their departments are advised of these policies and procedures.

3. The Production Manager will monitor the radios and report violations noted through their management chain.

Procedure

The following is the two-way radio procedures.

1. To turn the radio on, turn the volume control clockwise. A click will be heard. Adjust the volume by listening to other units or call for a radio check. Some older radios have a power-on button or switch instead of turning on via the volume control.

2. To adjust the squelch turn the knob until you hear a noise like static, then turn the knob the other way until the noise just quits. Older radios have a squelch control that adjusts the sensitivity of your receiver.

3. To talk, hold the microphone, or portable radio about 2 to 3 inches from your mouth at an angle of approximately 30 degrees and push the transmit button. Speak clearly and distinctly into the microphone. Speak in a normal voice; do not raise your voice or whisper.

4. After pushing the transmit button, hesitate for a second before talking. There is a signal being transmitted as soon as you push the button, which will cover up the first part of your voice, if you begin talking too soon.

5. To receive, simply release the transmit button.

6. Before calling someone, listen to see if the radio channel is clear of transmissions. If channel is busy, wait until the current parties "clear" off the air. To call, push the transmit button, wait a second, then identify yourself. For example, "Brian O'Malley to Daniel O'Malley". This would mean that call sign Brian O'Malley is trying to get in contact with call Daniel O'Malley.

7. Wait for their response then go ahead with your message. If you don't get an answer right away, try again in a few seconds.

8. When someone calls you on the radio you should respond accordingly. For example, when call sign Daniel O'Malley hears Brian O'Malley calling, the response should be; "Daniel O'Malley

9. When you have finished with your conversation, clear the air by stating; " your name and Out"