



## Phone Policy

The purpose of this policy is to outline what the Company considers to be acceptable and unacceptable use of mobile phones at work.

This policy is linked with the Company's Health and Safety Policy. We, as an employer, have a duty to ensure that the working environment is safe and that safe policies and practices are adopted.

This policy will apply differently to individual members of staff and what is acceptable will depend on what roles and type of work are being undertaken and the working environment.

## Scope of policy

All references to "mobile phones" in this policy include any personal mobile phone or electronic device capable of remote communication, such as a smart phone or a Personal Digital Assistant.

This policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text (or picture) messages, emails and instant messages, accessing the internet and downloading online material

## Prohibited Uses

General.

While in the workplace during work hours, workers are expected to focus on work and may not inappropriately use any Device in the workplace for any inappropriate purposes, including but not limited to:

- Engaging in personal conversations;
- Playing games;
- Surfing the internet;
- Checking e mail; and
- Sending or receiving text messages.



Driving.

While operating a vehicle, workers may not answer a communication device unless and until they pull over in a safe spot (or let a passenger answer the call). If it's urgent, workers may accept or return the call, provided that they remain parked off the roadway. They may not resume driving until their conversation is over.



Mobile phones can be used during breaks and lunch time periods, provided it is safe and reasonable to do so.

All employees **MUST** set a PIN number on their phone. This will make it harder for third parties to access information if the phone is lost or stolen

If an employee is caught by the police using a hand-held mobile phone or similar device whilst driving, the individual can expect to get an automatic **fixed penalty notice**.

The **Company will not be responsible** for any civil or criminal liability resulting from an employee being caught using a mobile phone whilst driving.

It is not illegal to use a hands-free mobile phone or a sat-nav (satellite navigation system) however they can be a distraction. Employees are discouraged from using these devices.

Broadly then, while obviously emergency use is acceptable and will be supported in any way possible by the company, **employees are to store their mobile phones in travel vehicles**, not in plant and is to be checked during breaks **not during work periods**. This is to support focus on risk management while on site

Any employee found to be in breach of this policy will be subject to disciplinary action under the Performance Management Process.

**Personnel who violate this policy will be subject to disciplinary measures up to and including dismissal, depending on the circumstances**

Policy authorised by:



Mathew Burns  
Managing Director