

MOBILE PHONE POLICY

PRINCIPLES

The intent of this policy is to provide clear directions to staff, visitors and contractors undertaking activities in DIG workplaces in the use of personal mobile phones. This policy also applies to the use of mobile phones while at workplaces, company-owned motor vehicles on private and public roads as covered by legislation.

COMPLIANCE

This policy applies to all entities, employees and representatives of DIG, and subcontractors working in the employ of DIG.

OBJECTIVES

- DIG recognises that in some circumstances employees may need to make or receive personal telephone calls. The objective of this policy is to ensure that personal mobile phone usage is kept to a minimum. General, non-urgent personal mobile phone usage is distracting and is not permitted during paid working time.
- Employees who use their mobile phone at work may:
 - Be distracted from their work
 - Put their safety and the safety of their work colleagues at risk
 - Disturb colleagues by speaking on their phones
 - Cause security breaches from inappropriate or unauthorised use
- Excessive use of personal mobile phones in the workplace creates an impression that personnel are not working efficiently. This affects the company's reputation and its ability to source, secure, and complete projects in a timely manner.
- Employees shall restrict the use of their personal mobile phone during work time by only using their mobile phones during scheduled breaks or lunch periods.
- Employees are asked to ensure that family and relevant parties (for example, childcare facilities and schools), understand that DIG has a mobile phone policy and should only contact an employee in an emergency during business hours.
- DIG will not be liable for the loss, theft or damage to personal mobile phones brought into the workplace by employees.
- DIG management reserves the right to monitor an employee's mobile phone usage within the workplace at any time. Disciplinary action may be initiated by management if it is deemed that an employee's usage of personal mobile phones is inappropriate or impacting on an employee's performance in the workplace.

- Whilst at work, DIG employees may not use their personal mobile phones for:
 - Non-emergency text and phone calls
 - Playing games
 - Online activities such as Facebook, Twitter and Instagram etc.
 - Taking photos or recording confidential DIG information or that of our clients
 - For downloading or uploading inappropriate, illegal or obscene material using a corporate internet connection.
- Employees must not use a mobile phone while operating a motor vehicle.
- DIG employees are expressly forbidden from using mobile phones while operating machinery, plant or equipment of any kind.
- When working on a client site, all personnel must adhere to the site policy in addition to this policy, for the use of personal mobile phones (if one exists)
- Where it is deemed necessary, an exemption may be granted for the use of personal mobile phones. This exemption must be provided in writing from the business manager, and the necessity of such an exemption will be considered on a case by case basis.

DISCIPLINARY CONSEQUENCES

- If an employee's phone usage is deemed inappropriate or excessive, disciplinary action may be taken.
- If an employee causes a security breach, violates our Code of Conduct or causes an incident by the unauthorised use of a personal mobile phone, further disciplinary action may result in a written warning or termination of employment.

Edwin Davey - Managing Director

Signed: 