



FRANKLYN YATES ENGINEERING LTD MOBILE PHONE POLICY

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Mobile Phone, Telephone and Personal Electronic Equipment Policy

Introduction

This statement defines the requirements for the safe use of telephones, mobile phones, PDA's, Tablets and other mobile devices.

Usage

The use of personal electronic equipment which is any device that requires the use of earphones or headsets including hands-free headset devices, MP3 players, tablets, iPhone and iPad's etc is prohibited at any time whilst at the workplace on site.

Company telephones and company mobile phones are provided to facilitate communication across the business and with external customers and suppliers. They should be used for business purposes only. Incoming personal telephone calls are allowed only in the case of emergency and outgoing calls can only be made with the prior permission of your Manager.

Personal mobile phones should be switched off or placed in "silent" mode during working hours. Personal mobile phones should only be used during authorised breaks.

We reserve the right to monitor the use of company telephones and mobile phones. Any excessive use which is not business-related will be charged back to you and the cost will be deducted from your salary. This is an express term of your contract of employment. Unauthorised or excessive use may also result in disciplinary proceedings.

Company mobile phone users should familiarise themselves with the supply terms of our mobile phone provider, so that they understand any additional charges which may be incurred when calling certain numbers or when using the phone overseas. If unjustified and excessive charges are incurred, we may decide to make a salary deduction to cover the amount.

This policy applies equally to employees, operatives, subcontractors, visitors and agency personnel whilst they are within the site boundary of any Franklyn Yates Engineering Limited site.

Damage

We expect all employees to take good care of company property and to use all equipment according to the manufacturers' instructions. If phones are lost or damaged, the company reserves the right to reclaim the cost of replacing or repairing these from the user. Where any insurance excess is payable, the user may be liable for this. The amount owing will be reclaimed via a salary deduction and employees will be informed in advance.



Safety

Whilst we recognise that the use of mobile phones as a means of communication is now essential in the business environment, the increased use of mobile phones has become a major safety issue on operational construction sites. A national analysis of accidents and near misses which have occurred on construction sites or whilst driving on company business has revealed that the use of mobile phones or personal equipment has been a contributory factor in an ever-increasing number of cases.

To ensure accidents and near misses do not occur as a result of inappropriate use of mobile phones or personal equipment their use is prohibited within the site boundary unless: -

- Carrying out a designated operation where the equipment has been sanctioned by the individuals' line manager and documented in the risk assessment and method statement.
- As a means of communication in an emergency.
- Within an identified designated area for their safe use.

The use of mobile phones is prohibited whilst walking or carrying out any work duty within the site boundary. In order to ensure that all site personnel and visitors are not put at risk as a result of the distraction of mobile phones, each site will identify designated areas for their safe use, which will be detailed in the HASEMP, briefed during site and visitor inductions and on all daily pre-start briefings.

The use of a mobile phone or personal electronic equipment whilst driving is also prohibited at all times unless the employee's vehicle is equipped with a company approved 'integrated hands-free kit' with cradle mounted phone or dash mounted interface device, such as Bluetooth. However, calls should be restricted to essential calls only which cannot wait until the vehicle is parked safely.

It is prohibited within the site boundary for anyone driving or operating any vehicles, plant or equipment to make or receive a telephone call, text message or email, even with the aid of an approved hands-free device.

Failure to comply with this Policy will be regarded as a serious breach of health and safety procedures. Any worker found in breach of this policy will be excluded from their place of work and will be liable to disciplinary action, which may ultimately result in dismissal. Any person so excluded may be refused access to other company sites / offices in the future.

Franklyn Yates Engineering Limited reserves the rights to monitor mobile phone calls and the use of electronic personal equipment in all cases where the worker had any involvement in a workplace accident or any incident that has caused or could have caused a danger to health and safety.



Return of Property

On the termination of your employment, you are required to return all company property including mobile phones and accessories (e.g. chargers, hands-free kits).

For Users of Company Mobile Phones

By signing this form, you are indicating that you have understood the Company Telephone/Mobile phone policy and will agree to abide by the rules, regulations and safe working practices as laid down by The Organisation.

- I am aware that excessive non-business call usage will be charged back to me and deducted through my salary.
- I understand that damage through misuse or negligence may result in a salary deduction to cover the cost of a repair/replacement handset.

Name: _____ Signature: _____ Date: _____

Job title: _____ Department: _____

For and on behalf of Franklyn Yates Engineering Ltd

Company Reg No. 3864528

Charles Conroy
CEO/Managing Director

Date: 6th January 2021