



## Mobile Phone Policy

This Mobile Phone Policy applies to all Employees of the business.

The objective of the policy is to provide guidelines for the appropriate use of mobile phones within the workplace.

The requirement is for all staff to comply with Mobile Phone Policy.

Procedures (not required)



## Purpose

The purpose of this policy is to provide guidelines for the appropriate use of mobile phones within the workplace. This policy aims to ensure that the use of mobile phones does not interfere with the safety, productivity, and privacy of the workplace.

## Objective

The objectives of this policy are:

- To ensure that mobile phones are used appropriately in the workplace.
- To minimise the risk of accidents or incidents caused by distraction from mobile phone use.
- To ensure that confidential and sensitive information is not compromised through the use of mobile phones.
- To minimise the impact of mobile phone use on productivity and workplace culture.
- To ensure compliance with all relevant legislation regarding the use of mobile phones in the workplace.

## Policy Requirements

All employees must adhere to the following requirements:

- Mobile phones must not be used during work hours, except for work-related purposes or in an emergency.
- Employees must ensure that their mobile phones are on silent or vibrate mode during work hours.
- Personal calls or messages must be kept to a minimum and should only be made during designated break times.
- Employees must not use mobile phones to take photos or record audio or video in the workplace without prior approval from management.
- The use of mobile phones while operating machinery, driving or performing any hazardous work is strictly prohibited
- When driving company vehicles, mobile phones may only be used via a handsfree device (e.g. Bluetooth, cradle-mounted speakerphone) and must:
  - Be set up before starting the vehicle
  - Be used without touching the phone at any time while driving
  - Not cause distraction that compromises road safety
- Keep mobile phone use brief and avoid calls in heavy traffic, poor weather or unfamiliar areas.
- Ensure mobile phone use complies with all state/territory road laws.
- Employees must not use mobile phones to access or share any confidential or sensitive information related to the business.



- Employees must ensure that they do not create a hostile or disruptive workplace environment using mobile phones.
- Any breach of this policy may result in disciplinary action, including termination of employment.
- This policy applies to all employees of the business, including contractors and visitors. The business reserves the right to amend or update this policy at any time, and employees will be notified of any changes. Any questions or concerns regarding the use of mobile phones should be directed to management.

Non-compliance with this policy may result in disciplinary action, up to and including termination. Penalties may also apply under road traffic laws.

The Director is responsible for communicating the Mobile Phone Policy to all persons working for or on behalf of the organisation and making it available to interested parties.