



## **MOBILE PHONE POLICY**

### **AIM**

Mobile phones offer an extremely convenient method of communication with fellow employees and clients. They can however pose a safety hazard when used in certain circumstances. QSD aims to ensure the safety of our employee's while using mobile phones.

### **HEALTH CONCERNS REGARDING MOBILE PHONES**

The scientific literature has to date provided no concrete evidence that long term mobile phone usage creates a health hazard. As more research is undertaken this possibility cannot be ruled out.

### **POLICY**

For safety reasons employees must:

- Use a land line wherever possible
- Limit the number and duration of calls where practical
- Use a hands free set when ever available.
- It is a legal requirement to use a hands free attachment for your mobile phone while driving. At QSD we recommend employees avoid using a mobile phone while driving as it can act as a distraction.
- Ensure their mobile phone is switched off at service stations while fuelling vehicles.
- The use of mobile phones while operating forklifts or other machinery is strictly prohibited.

### **Mobile phone ownership & maintenance**

Mobile phones issued by the company remain the property of the company and must be returned to the company if employment services are ceased.

Mobile phone batteries must be maintained according to manufacturer's instructions to ensure longevity.

Employees must report damage, loss or theft of their mobile phone to the General Manager so a replacement can be organized.

The company's mobile phone preferred carrier and the mobile phone plan structure must not be altered without prior authorization.

The number of calls made on the mobile phone must be limited to essential business calls.

### **Employee owned mobile phones**

All mobile phones owned by employees' must be switched off during business hours. They may be switched on during official breaks and at the completion of the break they must again be switched off. If a friend or relative needs to reach you in the case of an emergency they may call for you on the work number.

Mobile Phone Policy

Policy Date: 2008 – Policy Review Date: 2013

Note: All QSD Policies and Plans are ongoing and may be reviewed at any time during this period.