

MOBILE PHONE POLICY

The aim of this policy is to provide employees with guidelines regarding the appropriate use of their company supplied mobile phone. Reference is also made to the use of private mobile phones on company business.

Eligibility

An employee will be eligible to have a mobile phone if it is deemed necessary for their position, for example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

Use

The mobile phone is provided to enable employees to communicate with other people on work related matters through voice communication, SMS and / or email.

Our current mobile phone Company fleet has been set-up with a fix and capped plan per phone, therefore it is a requirement to use your mobile phone for all outgoing calls even if you are in the office. An exception to this would be where coverage restricts usage or reception is poor and a land line is available for use.

The use of a mobile phone while driving is illegal. If justified, a 'Hands-free head set' or similar may be provided.

Private use

Your mobile phone has been issued to you for work purposes. Therefore, only reasonable private usage of your mobile phone is accepted.

If it is found that an employee is using their company mobile phone irresponsibly, then the employee may have the phone removed, be requested to reimburse Ryan Wilks Pty Ltd for excessive personal calls and or be disciplined.

Your company mobile phone use is always monitored to ensure amongst other things, reasonable private usage is maintained.

Mobile phones in meetings

It is common courtesy to switch mobile phones off before attending a meeting.

Ryan Wilks Pty Ltd understands that extenuating circumstances may exist that requires you to leave your mobile phone switched on during meetings. If this is the case then inform the other attendees prior to the commencement of the meeting that you may be expecting a call so you will be leaving your mobile on 'silent' during the meeting.

Diverting fixed telephone when out of office

If an employee is out of the office and has their mobile switched on, then it may be appropriate for the employee to divert calls coming in via their fixed telephone to their mobile phone.

Diverting mobile telephone when out of range for extended periods.

If when an employee with a company mobile phone is unable to receive calls or return messages (E.g. whilst overseas on leave) then all calls must be diverted to the office number.

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Lost or broken phones

Ryan Wilks Pty Ltd expects all employees who have been allocated mobile phones to take the utmost care and responsibility for the phone.

If a phone is lost, it should be reported to the Office Manager, as soon as possible. Ryan Wilks Pty Ltd will not be responsible for replacing the phone. If the phone becomes lost, faulty or physically damaged due to carelessness, it is the employee's responsibility to cover the damages incurred.

Termination of employment

On termination of employment, the employee must return a company issued mobile phone to the Office Manager. Any battery chargers or other accessories supplied by the company for use with the mobile phone must also be returned.

Work health and safety

The use of mobile phones in certain locations of the workplace and in company vehicles can create unsafe situations. Mobile phones must not be used when operating plant e.g.; machinery, electric or hand tools, working at heights on scaffold or Elevated Work Platforms and any task classified as high risk.

Supervisors and managers are authorised to issue general notices or particular notices to employees regarding the use of mobile phones if they perceive a real or potential health and safety risk.

Employees are required to comply with such orders/directions/notices issued by supervisors or managers.

Employee's personal mobile phone used on company business

By agreement between an employee and the company, an employee may use their own mobile phone on company business according to the terms agreed.

When this occurs, Ryan Wilks Pty Ltd will pay the cost of those calls on the completion of an 'expenses claim form' by the employee.

Email and Internet Usage

The Ryan Wilks Email and Internet Usage Policy must also be read in conjunction with this policy and adhered to whilst using company smart phones.

Employee Name: _____

By signing the below, you acknowledge your understanding of the lost or broken mobile phone policy:

_____ Date: _____

Signature of Employee

_____ Date: _____

Signature of Office Manager

This policy will be formally reviewed again May 2025



Ron Ryan

General Manager

May 2023 Issue 8