

PERSONAL MOBILE PHONE POLICY

The aim of this policy is to provide employees with guidelines for the appropriate use of personal mobile phones in the workplace to maintain productivity, safety, and professionalism.

Scope

This applies to all employees, contractors, and visitors while on company premises, project sites, workshops or during work hours.

General Guidelines

Personal mobile phones should be used in a manner that does not interfere with work responsibilities, safety, or team productivity.

Employees must ensure their phones are set to silent mode during work hours to minimise disruptions.

Excessive personal phone use during work hours is discouraged and may be addressed by management.

Designated Usage Areas & Breaks

Personal phone use is permitted during designated break times (e.g., meal breaks, rest breaks).

Employees should use personal phones in designated areas (e.g., break rooms, outdoor spaces) where usage does not interfere with work or safety.

Restrictions in Certain Work Environments

Operational & Site Areas: The use of personal phones is strictly prohibited in areas where it may pose a safety hazard (e.g., construction sites, workshops, Plant/Electrical rooms).

Meetings & Customer Interactions: Employees should refrain from using personal phones during meetings, client interactions, or presentations unless required for work-related purposes.

Emergency Use

Employees may use personal mobile phones during work hours in the event of an emergency.

If employees need to be contacted for urgent personal matters, they should provide their company contact details or notify their manager in advance.

Monitoring & Enforcement

Management reserves the right to monitor and address excessive personal phone use that negatively impacts work performance.

Repeated violations may result in warnings, disciplinary action, or further policy enforcement measures.

This policy will be formally reviewed again May 2027.



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General Manager

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