

	<h1>MOBILE PHONE POLICY</h1>	REF:	CPOL17
		ISSUE:	01
		DATE:	01.06.2025

## 1. Policy Statement

This policy applies to mobile telephones that are provided by the Company and also to the use of private mobile telephones while at work.

## 2. Scope

This policy covers all employees and workers within Cathodic Protection Co Ltd.

This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the management.

## 3. Work Mobile Telephones

Work mobile telephones are provided at the discretion of the Company on the basis of a business need, and must be returned on the last day of employment.

The safeguard of your work mobile telephone is your responsibility. Do not leave it in a visible place such as in an unattended car. Loss of a work telephone should be reported to your Manager.

Work mobile telephones may be used for private calls, however, excessive use of the mobile phone for personal calls is prohibited. This includes lengthy, casual chats, text messaging, e-mailing and calls at premium rates. Mobile telephones may be used for personal purposes during working hours, but such use must be kept to a minimum, be reasonable and in no way interfere with your work.

The Company monitors the use of its mobile telephones. Excessive use of the mobile phone for personal telephone calls unrelated to Company business may lead to consideration of disciplinary action.

## 4. Use of Personal Mobile Phone During Working Hours

Personal mobile phones are not to be used outside of break times. If a mobile phone needs to be used in an emergency, then the individual must get authorisation from their manager.

Mobile phones should be stored with personal belongings during working hours. If a member of staff has a personal situation which means they require visibility of their phone to take a potentially urgent call during working hours, they will be required to communicate the justification for this to their line manager who will authorise if appropriate. Accepting a call which is perceived urgent during working hours will be permitted for individuals that have had prior authorisation.

Any use of mobile phones during working hours except authorised calls is strictly prohibited.

Due to health and safety reasons this also applies to MP3 players, personal earphones and any other entertainment devices.

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## 5. Driving

It is a criminal offence to use a hand-held mobile telephone or similar device while driving. Any mobile telephone that is or must be held at any time while in use is a hand-held telephone.

Drivers should concentrate on driving and avoid distractions wherever possible. Answering and making telephone calls and sending text messages can all be seen as distractions even when doing so legally.

It should be clearly understood that the company accepts no responsibility for driving offences, prosecutions or convictions resulting from the same.

## 6. Breach of the Policy

Breach of this policy will be treated as misconduct. Whether it is minor or gross misconduct will depend on the circumstances, but you should expect breach of the driving provisions to be gross misconduct. If you have been issued with a Company mobile telephone breach of the policy could result in its being withdrawn and consideration of disciplinary action.

**Name:** Chris Martin

**Position:** Managing Director

**Date:** 01.06.2025