

Staff Mobile & Landline Phone Policy

The purpose of this policy is to provide Fagg's Group employees with guidelines regarding personal mobile and landline phone usage within the workplace. All employees of Fagg's Group need to be familiar with and follow the guidelines below.

1. Personal Calls, Mobile Calls, SMS Messaging and Social Media

General, non-urgent personal mobile phone usage is distracting and is not permitted during paid working time. Employees should restrict their personal calls to scheduled breaks or lunch periods. Personal telephone calls are not allowed during work hours other than genuinely urgent or emergency situation(s).

Whilst at work, personal mobile phones are not to be kept on the person or used during paid work time. This includes phone calls, texting, emails, surfing the internet and any other function of the phone (for example, Facebook, Twitter, games, etc). Mobile phones should be kept in lockers provided.

Employees should restrict their personal calls to scheduled breaks or lunch periods. Employees are asked to ensure that family and relevant parties (for example, childcare facilities and schools), understand the Fagg's Group phone policy and have the store phone number should an employee need to be contacted during business hours.

A personal outgoing call from company landlines to mobile phones is not permitted.

2. Driving, Mobile Phones, Technology

Using a mobile phone or other electronic devices (GPS navigation) while driving can be distracting, increasing your chance of being involved in a crash or near crash. Looking at or touching a device at the same time as being in control of a vehicle is particularly dangerous. Using and operating a handheld mobile phone whilst driving is prohibited and illegal.

It is only permissible to make or receive phone calls when:

- Phone communications are via blue tooth technology and not through the mobile phone handset per se. The blue tooth technology must be through the cars audio system or in an after- market blue tooth system.
- Can be operated by the driver without touching any part of the phone and the phone is not resting on any part of the driver's body.

Using a phone as a navigational device/GPS while driving is prohibited unless it is secured in a commercially designed holder fixed to the vehicle. All other functions including video calls, texting and emailing are prohibited.

An act that contravenes the Company Phone Use policy is a serious matter and may result in disciplinary action.