

MOBILE PHONE / CB POLICY

As a leading company within the Construction Industry, M J Church recognises the need for Information Technology within the company in order to carry out our business activities. M J Church recognises that to ensure the most effective running of services, communications and business activities, it will be necessary for certain employees to have access to a mobile telephone. Due to the diverse nature of the activities undertaken by the company, regular contact is required with certain numbers of employees, such as lone works (including vehicle drivers), Operational personnel and Management. It is the line manager's responsibility for the continual monitoring of this usage, and continually assess the position.

M J Church will endeavour to ensure that:

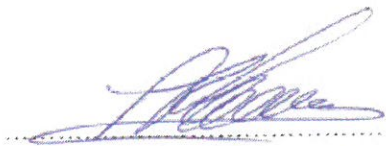
- Employees are required, to familiarise themselves with the company's structures, policies and procedures to illustrate their roles within it, to include the Health & Safety of the individual and others benefit, to meet the needs of the company and statutory requirements.
- Employees are advised that from 1st December 2003, it is illegal to use a hand held mobile phone whilst driving, and the offender will be liable for any offence, penalty and fine.
- Employees will also be advised that it can be illegal to use a hands free phone whilst driving, depending on the individual circumstances, drivers can be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for 'careless or dangerous driving'.
- Although CBs are not covered by this legislation the same offences apply.
- M J Church will cooperate with police enquiries resulting from a crash/incident and will supply to police all relevant information as necessary.
- Employees will be informed that during the working day the use of any mobile phones/CBs are for work/emergency related activities only. (Personal calls/usage is to be limited to break times).
- Drivers of vehicles on company business should be actively discouraged from using a mobile phone/CB whilst driving by using voicemail and plan journeys to allow for places to stop for rest and refreshment enabling them to retrieve messages, return calls or use the CB when conditions allow and it is safe to do so.
- Exceptions to the above are those vehicles that have a fully fitted Hands Free Kit or Hands Free Extension which allows phones to make automatically answered incoming calls or can make outgoing calls provided the number is on a Quick Dial Single Key, then conversations must be kept brief, and may only be used when conditions allow and it is safe to do so.
- When working on a site or for a company where specific site rules regarding their Mobile Phone/CB Policy differs from the above, the site policy will apply and supersede the above (this will be advised at site induction).
- Any breach of this policy that includes a Health & Safety issue will result in Disciplinary action to the offender.

Courteous Use of Mobile Phones

Mobile phones should be switched off during meetings, lectures, seminars, training courses etc. except in very exceptional circumstances where it is vital to make or receive an urgent business call. In such circumstances you should adjust the phone to 'silent' mode and alert colleagues to the fact an urgent call needs to be made or is expected. You should take due care of the phone at all times so that it is kept in good working condition. Any damage or theft/loss of the phone should be reported immediately to their Line Manager. The phone must be PIN code protected and kept locked at all times to minimise security risks, particularly if the phone is stolen.

It is for every manager, employee and persons working on our behalf to promote and encourage compliance with this policy and to respond to any issues or discuss any possible improvements or requirements. This policy will be periodically reviewed and amended if required, to ensure its effectiveness and the performance monitored.

For & on behalf of M J Church



**S.P. Blower.
Managing Director**

Last reviewed: April 2015