

PERSONAL MOBILE PHONE USE

POLICY STATEMENT:

Logifix Freight Solutions recognises that most employees have a personal mobile phone that they bring to work and that they may use their mobile phone number as their emergency point of contact.

The use of mobile phones for personal calls and text messaging during working hours may have a detrimental impact on the productivity of the user and can also adversely impact the productivity of other employees.

It is the policy of Logifix Freight Solutions that the use of personal mobile phones by employees at work is kept to a minimum during working time and that ring tones are set at an appropriate volume level and tone style so as not to disturb other employees.

PROCEDURE:

1. Guidelines

- a. Personal mobile phones should be set to a low volume ring tone or silent while employees are at work.
- b. All employees should use discretion when answering or making personal mobile phone calls during working time with a preference to let calls go through to message bank/voicemail unless it can be ascertained that the call may be urgent.
- c. Accessing message banks and responding to missed calls should occur during rest and meal breaks.
- d. Text messaging during working time is to be kept to an absolute minimum and should, where possible, be deferred to rest and meal breaks.
- e. Employees are welcome to use their mobile phones during rest and meal breaks. However, they are requested to respect the rights of other employees to enjoy their breaks without excessive interruption. Lengthy or disruptive calls should be taken in a quiet area away from other employees working or enjoying a break.
- f. Playing games, using apps, or interacting on social media on your personal work phone during working hours is not considered productive work tasks and therefore will not be tolerated as acceptable use of work time. Employees using their phones in this manner while on work time may have their phones confiscated during work hours.
- g. From time to time a member of the Logifix team may contact you on your personal mobile phone for work related matters. It is expected that you only answer when it is safe to do so (the same applies in the event you answer your phone for an urgent personal call). For example; if on a forklift, pick lift or other moving plant and equipment, bring the equipment to a complete stop and or lower the lift to floor level and turn of the machine; if on a ladder, step down to ensure you have two feet on level ground; or move to a foot traffic area away from moving plant and equipment before answering a call.