

Mobile Phone Policy

Company mobile phones are to be used in an efficient, lawful, safe and ethical manner. Employees should not use the mobile phones in a way that could defame, harass, abuse or offend individuals or organisations and are accountable for the appropriate use of their mobile and should abide by this policy.

Purpose

The purpose of this policy is to provide employees with guidelines regarding the appropriate use of their Ready Group supplied mobile phone and personal mobile phones used during the course of performing duties in Ready Group's business.

Eligibility

An employee may be eligible to have a company mobile phone if, in the view of Ready Group, it is deemed necessary for the appropriate performance of their position.

Use

The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact Ready Group and its customers. Employees must not use the mobile phone while operating a motor vehicle. Employees who have been provided with a mobile phone with email and internet access must comply with Ready Group's policies dealing with email and Internet access where relevant.

Mobile phones issued by Ready Group, remain the property of Ready Group. Ready Group may, at any time, withdraw an employee's access to a mobile phone.

Private Use

A Ready Group mobile phone is provided predominantly for work purposes. If Ready Group believes an employee is using a Ready Group mobile phone irresponsibly or unreasonably, then the employee may have the phone removed. The Employee is entitled to use the mobile phone for reasonable limited personal use. Although there is no requirement for the Employee to record or specify all personal calls on the monthly account, the Employee must provide such details upon specific request from Ready Group to do so. If the Employee goes over their allocated monthly plan, it is the responsibility of the employee to reimburse Ready Group for the extra charges. Ready Group reserves the right to audit any or all mobile phone usage. Employees may be called upon to explain their use of Ready Group mobile phones.

Voicemail

An Employee must activate the voicemail set up on their Ready Group phone so that calls divert to voicemail when unanswered or busy. Missed calls should be returned in a timely manner and employees should ensure they clear their voicemail regularly.

Lost, Stolen or Damaged Ready Group Phones

Ready Group expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them. This includes ensuring it is not left unattended out of the workplace or in a vehicle. If a phone is lost, stolen or damaged, it should be reported to the office as soon as that event occurs. Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for replacing the phone if the loss, damage or theft was caused or contributed to by the employee's lack of care. It is at the cost to the employee to pay for the repair of damage (e.g. cracked screens) and to pay the insurance premium in the case of a lost phone if that option is available. If an employee negligently or repeatedly damages or loses a phone, a second-hand phone will be issued or alternatively, the privilege will be withdrawn.

Handling of mobile phone while on site

Mobile phones must be kept in a safe place while working on site. Preferably, mobile phones are not to be kept in the Employee's pocket due to potential water damage and increased chance of cracking the screen. If it is absolutely necessary to be kept on person whilst working on site, it MUST be in a cover to minimise risk of damage.

Personal mobile phones or personal calls must only be answered in cases of emergency or during designated work breaks. Personal calls and mobile usage are not permitted when working on site.

Protection

Ready Group requires all Ready Group mobile phones to be kept in a case, to aid in protecting the phone from damage and broken screens.

It is also required for mobile phones to have a passcode on them to assist with protecting confidential Ready Group data. It is the employee's responsibility whether having a Ready Group mobile phone or personal phone, not to misuse Ready Group's confidential information. Smart phones allow their users to store copious amounts of data – be it images, emails or documents. Meaning, there is a much greater chance that confidential information could fall into the wrong hands. Ready Group employees have a responsibility to avoid this happening. Having the passcode set up will make it harder for third parties to access information if the phone is lost or stolen.

Return of the Mobile Phone

On termination of employment or otherwise at the request of Ready Group, an employee who has been issued with a Ready Group mobile phone must return the phone to the office. Any battery chargers or other accessories supplied by Ready Group for use with the mobile phone must also be returned.

Occupational Health and Safety

The use of mobile phones in certain parts of the workplace and in vehicles can potentially create unsafe situations. The following guidelines are to be observed at all times. A mobile phone (including SMS text messaging) is not to be used in the following situations:

- Whilst driving, unless using a hands free system (SMS text messaging not



- permitted while driving);
- Whilst refueling a vehicle, plant or equipment;
- Whilst dealing with chemicals;
- Whilst using any equipment or machinery.

An employee allocated a mobile phone is to make themselves familiar with the owner's guide and specifically the safety guidelines pertaining to its use.

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