

Telephone Policy

Tony's Tuna International recognises that in certain circumstances, employees may be required to receive or make private telephone calls, or other forms of personal communication whilst at work. However employees should be aware that usage of communication devices for private calls or personal communication during work hours is a privilege and not an automatic right. In addition the use of mobile devices (including mobile phones, tablets or other social media devices) while driving or operating mobile plant is illegal. At Tony's Tuna International mobile plant includes vehicles, trucks, fork lifts, cranes (all types) and vessels (when auto pilot is not engaged).

This Telephone Policy applies to any form of communication device that can be accessed by an employee, including but not limited to:

- Fixed line telephones
- Mobile telephones
- Tablets
- Facsimile machines
- Personal digital assistants
- Laptop computers
- Electronic communication such as email or internet where costs are involved

Company Issued Communication Devices

Tony's Tuna will provide a company mobile phone and/or other communication devices to individuals whom are identified as requiring these devices to effectively conduct their role within the organization. This equipment is for company use and as such excessive unauthorized private calls, SMS, MMS or data downloading will be monitored and costs may be recovered. Unless you are specifically required to be available during annual leave via phone your company issued mobile phone is not to be used whilst on leave without prior authority.

Personal Communication Devices

Calls using your personal mobile phone should only be made during your designated breaks, and in cases of non-compliance with this policy, you may be disciplined. The appropriate manager or supervisor will be responsible for ensuring that employee mobile phone use and private telephone calls and/or other communication device use is kept to an absolute minimum unless the employee is on a designated break.

Using Mobile Devices whilst Operating Mobile Plant

At Tony's Tuna International the same principles apply to use of mobile phone and/or other communication device when operating mobile plant on site or off site. All areas in the yard or front of factory of Tony's Tuna International are legally deemed public access roads and thus subject to the same laws as if you are driving on a public road. Operating mobile plant, whether driving a vehicle, operating mobile plant (being plant onshore or a vessel or its equipment) is complex, requiring use and coordination of cognitive, physical and motor skills. Operating mobile equipment while using a hand held mobile device is not just illegal but can also cause both physical and mental distraction which impairs performance.

Performance is impaired if using a mobile device and/or other communication device while operating mobile plant, resulting in:

Telephone Policy

- longer and or slower reaction time resulting in risk to individuals in the work area
- impaired ability to make safe operational decisions, and
- create an unacceptable risk of injury to the worker and his / her co-workers

The World Health Organisation (WHO) states that "using mobile phones can cause drivers to take their eyes off the road, their hands off the steering wheel, and their minds off the road and the surrounding situation." The exact same risk applies whilst operating all mobile plant.

If you absolutely **HAVE** to use your mobile phone and/or other communication device whilst driving or operating mobile plant, **STOP** driving or operating mobile plant so that you can communicate safely and thus not endanger yourself or others.

Any worker operating Tony's Tuna International mobile plant and simultaneously using mobile devices will be immediately disciplined. Any worker operating Tony's Tuna International mobile plant and simultaneously using mobile devices who is fined by a law enforcement agency will be required to pay any resultant fine. Appropriate disciplinary action will occur in accordance with the Discipline Policy.

Authorising Officer: _____ Date: ____/____/_____
General Manager