



# USE OF MOBILE PHONES AND PERSONAL ELECTRONIC EQUIPMENT POLICY

## Our Commitment

A-one+ recognises that the use of mobile phones and personal electronic equipment as a means of communication is required in the business environment. However the use of mobile phones or personal electronic equipment whilst driving or within the boundaries of a site or depot has the potential to be a contributory factor in reported accidents or near misses.

A-one+ has a zero tolerance policy to the inappropriate use of mobile phones and personal electronic equipment whilst driving or within the boundaries of a site or depot.

To support this policy the following rules are applicable:

## Our Approach

### Driving

The use of mobile phones whilst driving is prohibited unless the vehicle is fitted with a company approved hands free system, should only be used in urgent operational need and all calls kept to a minimum.

When receiving an urgent operational 'hands free call', the equipment must be set in automatic answer mode and the recipient must advise the caller that they are driving, must keep calls brief and must terminate the call if traffic conditions make it unsafe to continue.

The sending or reading of texts or e-mails or sending voice calls, or use of personal electronic equipment is prohibited when driving a vehicle.

### Working within a site/depot boundary

It is prohibited to use mobile phones or personal electronic equipment unless:-


- In a designated area
- Conducting an operation where equipment has been sanctioned within the risk assessment and method statement.
- Use is required as a means of communication in an emergency situation.


## Policy Breaches

Any A-one+ employee found to be in breach of this policy will be subject to investigation and potential disciplinary action.

Any A-one+ sub-contractor, staff and/or labour engaged through agencies or consultants and any of their employees found to be in breach of this policy will be permanently removed from site or their place of work. It will be the responsibility of the individual's employer to deal with the matter once he/she has been removed.

## Signed

  
..... Date 10/12/2019  
Christine Allen  
A-one+ Area 4 General Manager  
(for and on behalf of A-one+ JV Board)

  
..... Date 10-12-19  
Brian Statham  
A-one+ Area 12 General Manager  
(for and on behalf of A-one+ JV Board)