

Mobile Phone & Personal Electronic Devices (PED's) Policy

It is the policy of the ARA Electrical companies to restrict the use of mobile phones and PED's by unauthorised personnel during working hours.

A PED is a portable device that can process and/or transmit data electronically.

Examples of PED's include but are not limited to:

- Mobile phones
- Tablet computers and eBooks
- Music devices
- Electronic games
- Digital cameras/video
- Laptops or personal computers
- Smart cards
- USB wireless devices such as CDMA broadband modems, Bluetooth and 802.11 keys
- One-way pager

ARA Electrical has initiated the following restrictions pertaining to mobile phone and PED usage:

- Mobile phones and PED's are not to be used by unauthorised workers during normal working hours unless specifically permitted by the workers' Supervisor or Manager.
- Company-supplied mobile phones and PED's are to be limited in their use, with the duration of mobile phone calls being kept to a minimum.

Workers are to be considerate when attending meetings, seminars training sessions, etc., and mobile phones and PED's should be turned off in such circumstances.

ARA Electrical is not responsible for the replacement of personal mobile phones or PED's that are damaged or stolen from the place of work.

Whilst undertaking works on a customer's/ client's premises, the policies and procedures pertaining to that site shall also apply.

In the interests of safety, Mobile phones and PED's can distract the driver or operator and cause the person to lose focus on doing the job safely. Distraction of attention from a task can cause a person's focus to be temporarily interrupted, reducing the person's awareness, decision-making ability and performance, leading to an increased risk of accident, incident or near miss. It is essential that we all pay full attention to the tasks we are undertaking.

Mobile phones are not to be used when exposed to petroleum based vapours or fuels, especially when refuelling vehicles, as the mobile phones can become an ignition source.

Where workers are operating machinery, plant or equipment or undertaking activities that could cause injury, the use and operation of mobile phones and PED's are not permitted.

Mobile phones and PED's are not to be used whilst driving company vehicles unless the vehicle is stationary or "hands free" communication is available. This also applies to SMS messages and emails.

A handwritten signature in black ink, appearing to read 'Brett Chambers', is written over a circular stamp or seal.

Brett Chambers
Managing Director
15th January 2018