



Policy on use of mobile phones and other personal hand-held electronic devices

This policy sets out the policy of the Sinden Group in relation to use of mobile phones and other personal hand-held electronic devices when working on or visiting Sinden Group sites, or when in charge of a vehicle at any location and at any time. It applies to all people working on our behalf, including all tiers of our supply chain, and anyone attending any site or other premises controlled by us. References in this policy to the “Company” include all Sinden Group companies.

Purpose

The Company is committed to managing the safe use of mobile phones and other personal hand held electronic devices by our people, and ensuring that their use places neither the user, nor any other person, at risk.

Policy

1. Anyone who is driving or operating any vehicle, mobile plant, or machinery or controlling vehicle or plant movements is strictly prohibited from using a hand-held or hands-free mobile phone or any other personal hand-held electronic device. Vehicles must be parked in a safe location, with the hand brake on, and the ignition switched off before using a mobile phone or other hand-held electronic device. The only exceptions to this are the use of site radios whilst they are used for the sole purpose of coordinating vehicle or plant movements or circumstances as set out in (5) and (6) below.
2. The use of mobile phones and other personal hand-held electronic devices is prohibited whilst walking or carrying out any work duties within site boundaries. The only exceptions to this are:
 - 2.1 where a mobile phone is required as a means of emergency communication; or
 - 2.2 where an individual is not operating any plant and is located in a zone designated by Sinden as being safe to use mobile phones; or
 - 2.3 where the device is being used solely for the purpose of taking of or referring to site records (but not the making or receiving of phone calls).
3. Drivers on business on behalf of the Company, or when driving a Company vehicle at any time, are prohibited from using a hand-held mobile phone or earphones connected to a handheld mobile phone whilst driving. By providing a hand-held mobile telephone, the Company does not in any way require or encourage the making or answering of calls whilst driving a vehicle.
4. Using a hand-held mobile phone whilst driving and driving without due care and attention are criminal offences. Everyone must ensure they operate within the law at all times.
5. Whilst it is not illegal to use a hands-free mobile phone whilst driving, depending on particular driving circumstances such use could lead to careless or dangerous driving. Hands-free mobile phones may only be used whilst driving when it is entirely safe to do so.



6. If supported by a justifiable business case the Company may provide a vehicle fitted hands-free phone facility. In doing so the Company does not require or expect anyone to make or receive any phone calls whilst driving. If an outgoing call is deemed essential by the driver, it must only be made in cases where the driver is satisfied that it is safe to do so. Similarly, drivers must only answer an incoming call when they are satisfied it is safe to do so and they should tell the caller that they are driving. If the driver considers it unsafe to answer the phone it must be left to ring and the call returned when it is safe to do so. All call durations should be kept to a minimum.
7. Contravention of this policy may result in disciplinary action. This policy will be brought to the attention of all our people upon induction and as and when it is amended. It will be reviewed annually.

Steve McMahon
Operations Director

30 March 2017