



Mobile Telephone Usage Policy

Use of personal mobile telephone

For all of us, mobile phones are a part of our day-to-day living. We use them for a variety of purposes – speaking, texting, E-mails, websites, photographs etc. However, in our work environment, where we need to be alert and focused, personal mobile phones have no part to play. Indeed their use in the work environment during working hours is contrary to the safe and efficient working of the setting.

Mobitech Lift Trucks therefore requires all staff to:-

- Not use personal mobile phones at all during working time
- Put mobile phones on 'silent' whilst at work.
- Only use your personal mobile phone during official breaks and lunch periods
- Staff wishing to use their mobile telephone in breaks or their lunch break, may do so as follows:
 - Ensure this is away from any working area to avoid disturbing colleagues who may still be working
 - When at a customers premises, the personal mobile may ONLY be used outside of said premise
 - When in the office, in a separate room from customers and colleagues
- On the rare occasion where a member of staff is expecting an **urgent** message, they should speak to their manager and come to an arrangement whereby that call can be received but without disruption to the work place. For example, the manager might allow the potential caller to use the main office number for that message.

In conclusion, mobile phones are part of our technological society and have many excellent uses. However in the workplace, with potentially hazardous equipment, or used inappropriately, mobile phones can be dangerous. We have a duty to safeguard our employees and customers.