



STATEWIDE GROUP TRAINING (SA) INC

MOBILE PHONE POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) is committed to ensure all stakeholders within our business, work in accordance within the parameters of information technology, in particular the use of mobile phones in the work place.

SCOPE:

This policy applies to:

- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

While SGT works with, and supports our Host Employers, in regards to the needs they have for a SGT employee to use their mobile phone during working hours, should this privilege be abused, or become an issue, this policy will be enforced and adhered to at all times, unless exceptional circumstances require personal communication within the workplace.

SGT Apprentices and Trainees are prohibited from using personal mobile phones during working hours but they may be accessed during meal breaks.

Concerns relating to carrying personal mobile phones during working hours are:-

- Safety – distraction that may cause incidents and possible injuries
- Loss of time – work time used to answer personal phone calls.
- Inconvenience and interruption to other workers.

If the Apprentice or Trainee is required to work in an isolated place and there is not possible assistance in the near vicinity, a mobile phone may be permitted with the approval of a duly authorised SGT representative and the Host Employer.

Any permission given to carry a mobile phone for safety reasons means that the phone is to be used for those reasons only. Personal mobile phone loss or damage is not covered by either SGT or the Host Employer's insurances. This policy also applies to trade school attendance. Legal requirements must be met for the use of mobile phones in vehicles.

Failure to abide by this Mobile Phone Policy, may bring about disciplinary action, including (but not limited to):

- Written Warning
- Suspension
- Dismissal

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 8TH MAY 2024