

This Mobile Device Policy is designed to clearly state the Metro Steel Fabrication WA (MSFWA) business requirements with respect to the use of mobile phones / mobile devices on site. This Policy applies to all people (Employees, Contractors, Visitors) entering MSFWA owned or controlled facilities and site locations.

It is recognised that mobile phone / devices are a tool that enable the user/s to remain in contact with family / friends outside the workplace and this has positive benefits from an overall health and well-being perspective. Despite these benefits, mobile phones can also be a distraction, impacting on productivity and can be a potential security and safety risk in the workplace. This Policy is designed to give clear instructions for the usage of mobile phones/devices at MSFWA to enable the positive benefits but also to manage the potential negative risks.

Mobile phones / devices will be allowed in the workplace when the following rules are adhered to:

1. All non-work-related mobile phones/devices are to be used only within the confines of offices and crib rooms. They are not allowed to be accessed in operational areas unless required for work related duties. For clarity, control rooms are deemed an operational area.
2. No photographs are to be taken on site without express permission from the General Manager.
3. Mobile phones / devices used on site must be used within the guidelines of the Company's Code of Conduct.
4. It is not acceptable to make discrimination, harassing, bullying, abusive or offensive comments on any form of social media about any MSFWA employees or business partners. This will be viewed as a breach of the Code of Conduct.
5. The use of a microphone to record business related information is strictly prohibited.
6. The use of a mobile phone / device for private matters should be restricted to work breaks or urgent matters.
7. People are not permitted to walk around in operational areas, distracted by mobile phone / device usage. If required to use a mobile phone / device, the user must find a safe place, out of the main thoroughfare and remain stationary while using the mobile phone / device.
8. Drivers of motor vehicles and/or equipment are only allowed to use a mobile phone if the vehicle / equipment is fitted with specific hands-free devices, or the vehicle is pulled over in a safe place.
9. Some specific work areas, such as an explosive magazine and gold room, restrict access with mobile phones / devices. **These work area specific rules take precedence over any other rules.**

MSFWA retains the right to monitor employees for excessive or inappropriate use of their mobile phones/devices. If it is discovered that an employee's mobile phone / device usage causes a safety or productivity issue, the company may restrict that employee/contractor to using their mobile phone/devices only in personal, non-work-related time.

Any action that constitutes a breach of security, violation of confidentiality matters or breach of Company values or Code of Conduct, will be treated as serious and subjected to disciplinary action.

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Peter Johnson
Director



Gary Foster
Director