

Mobile Phone Usage Policy

The use of mobile phones during working hours through phone calls, text messages, social media, music or web browsing is STRICTLY PROHIBITED.

All mobile phone use is to be deferred to a time outside of work hours or to designated break times. However, Pecks Labour Hire does recognize that in some circumstances you may need to make or receive personal telephone calls.

Where the need to make or receive a personal phone call during work time occurs, you must communicate this with your Pecks Labour Hire supervisor and client for pre-approval, unless in the case of an emergency.

If personal phone calls have been approved to be taken or made during work time they should be kept as short as possible and taken in a safe work area.

Mobile phones must not be used while:

- Operating plant, vehicles or power tools
- Performing high risk work eg: Traffic Control, Dogging, and Scaffolding
- Working around a mobile plant.

The making and receiving of personal phone calls whilst at work is a benefit and not a right.

Signed:  _____

Adam Peck - Director

1 June 2022