



**ELECTRICAL  
CONTRACTING  
PTY LTD** AU26726



**ACCREDITED  
MASTER  
ELECTRICIAN**

## **MOBILE PHONES, EMAIL AND INTERNET POLICY**

### **Mobile Phones**

The Business supplied mobile phones shall not be used for personal use. However, we will accept the occasional personal call where the call is essential. Where there are an unreasonable amount of personal calls, it will be to the expense of the worker. The worker will be requested to authorise the deduction of such expenses of any monies owing.

The Business mobile phones shall be returned prior to a worker going on leave and/or as otherwise directed.

- Answering mobile phone calls or texting while driving is strictly prohibited. It is required the use of a mobile phone may only be used when the vehicle comes to a complete stop in a safe location, - this includes vehicles with hands free car kits.
- Landline telephones should be used whenever possible when calling another landline.
- Mobile lines should be used only when making calls to mobile phones wherever possible.
- The number and duration of mobile calls should be limited to a minimum.
- Workers should ensure they are in a safe position on site to take or make a call (e.g. not while undertaking electrical work on or elevated work platforms).
- Mobile phones should be used in an open space, or near a window, to obtain a clear signal without having to increase power.
- A personal mobile phone is only to be used in an emergency situation or within authorised breaks.

### **Email & Internet**

Workers must access the internet only in performing legal, business-related tasks during normal working hours. Unless authorisation is obtained from management, private use of the internet is not permitted from any company device that accesses the internet.

We reserve the right to determine how and when to dispose of all information that enters the organisation via the internet, including mail messages, text, graphics, programs, web pages, etc. We reserve the right to log all accesses to the internet to confirm that users are abiding by this policy.

Users must report any security violations involving the internet to management as soon as possible and assist in investigating and resolving the problem. The following items are classed as unacceptable use of email:

- The transmission or distribution of offensive material to any person, whether a fellow worker or otherwise, in any email message.

- The transmission or distribution which infringes State or Commonwealth Acts, or The Business's policies on Sexual Harassment, Workplace Harassment and Discrimination.
- Use of offensive, discriminatory or defamatory language.
- Message (particularly external email message) containing information which contravenes any internal operating guidelines. Email messages must not contain any information which may risk our professional reputation, or leave users or ourselves open to legal action.
- Messages that infringe the copyright or intellectual property rights of any third parties.
- Representing yourself as someone else, real or fictional or sending email(s) anonymously.
- Transmission of unsolicited commercial information (i.e. junk mail, advertising).
- Expressing of personal views and opinions as if they constituted official commentary from the business.

### **Offensive or Inappropriate Material**

Use of The Business' systems must be appropriate to the workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally, downloaded from the internet or accessed by any other means on Business systems.

The Business' computing and networking facilities must not be used for the transmission, obtaining possession, demonstration, advertisement or requesting the transmission of objectionable material knowing it to be objectionable material including:

- A film classified RC (refused classification), a computer game classified RC (refused classification), or a refused publication;
- Pornographic material of any kind;
- An article/picture(s) that promotes crime or violence, or incites or instructs in matters of crime or violence; or
- An article/picture(s) that describes or depicts, in a manner that is likely to cause offense to a reasonable adult,
- An article/picture(s) that promotes or would be considered sexual or facial harassment by a reasonable adult. Or
- Harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually orientated messages or images, and messages that could constitute sexual harassment.

All users of The Business' systems should be familiar with and use the systems in accordance with The Business's discrimination, sexual harassment and workplace harassment policies, available at The Business.

Users of The Business' systems who receive unsolicited offensive or inappropriate material electronically should notify their worker in charge immediately. Such material must not be forwarded internally or externally, or saved onto The Business' systems except where the material is required for the purposes of investigating a breach of this policy.

S & K Electrical Contracting Pty Ltd

Director/Partner/Principal: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'A. Li', written over a horizontal line.

Date: 01/07/2020

Policy Review Date: 01/07/2021