

WORKPLACE MOBILE PHONE POLICY

1. Purpose

The purpose of this policy is to provide employees of Skilled Health professionals Pty Ltd T/A Advance Nursing with guidelines regarding the appropriate use of mobile phones at work. While acknowledging that mobile phones can be a great asset for productivity if used correctly (e.g. calendars, business calls), but inappropriate or unnecessary use of mobile phones will compromise workplace efficiency. Therefore, all employees are required to understand and act in accordance with this policy in relation to the acceptable use of mobile phones at the workplace.

2. Permitted mobile phone uses

Use of mobile phones during work hours at the workplace should be limited to those actions that relate to the employee's job description and directly benefits, or for the business purposes of the Company.

Permitted mobile phone uses includes the following:

- (a) Making calls/ sending texts for communication with the customers, stakeholders or other employees of the Company for business purposes; and
- (b) Sending emails to achieve necessary information exchange for the Company where computers are not readily accessible; and
- (c) Making video calls with remote customers and other employees of the Company if necessary; and
- (d) Using the browser search for job related tasks if no computer is available; and
- (e) Accessing digital calendars, to-do lists or other information that facilitates the normal function of the job; and
- (f) Making brief personal calls away from the working space during breaks; and
- (g) Other uses that are explicitly permitted by the employee's direct manager.

3. Prohibited mobile phone uses

The following uses of mobile phones are strictly prohibited at the workplace:

- (a) Mobile phone usage for non-urgent personal matters during work hours; and
- (b) Cell phone use while driving a company vehicle; and
- (c) Use phones for play games, or other leisure activities during working hours; and
- (d) Unnecessary and excessive long calls, even if for the business purpose; and
- (e) Use phones in areas where cell use is explicitly prohibited by the Company; and
- (f) Downloading, uploading, or viewing offensive, obscene, or discriminatory images and text during work hours; and

- (g) Download or upload inappropriate or illegal material using the Company's internet connection; and
- (h) Inappropriate camera and voice recorder use such as filming, recording confidential information or any other information the workplace at all times; and
- (i) Using cloud-based apps or backup that allows company-related data to be transferred to any other parties; and
- (j) Any use after being instructed to turn off the phones.

4. Disciplinary Consequences

Skilled Health professionals Pty Ltd T/A Advance Nursing management reserves the right to monitor an employee's mobile phone usage within the workplace at any time. Company policies pertaining to harassment, discrimination, retaliation, trade secrets, confidential information and ethics apply to the use of personal devices for work-related activities.

If an employee's phone usage causes a decline in productivity or interferes with our operations, the Company has the right to ban the employee from using mobile phones at the workplace. Moreover, all employees should use mobile phones responsibly, and one may face severe disciplinary action up to and including termination, in cases when the employee:

- (a) Cause a security breach; or
- (b) Violate the Company's confidentiality policy; or
- (c) Cause an accident by recklessly using their phones.