

# Mobile Phone Policy

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## PURPOSE

Green Earth Logistics recognises the important of this policy and is fully committed to providing all employees and/or contractors with sufficient information to assist drivers to comply with legislation.

The purpose of this policy is to provide a framework to ensure that employees and/or contractors comply with Australia's state and territory legislation regarding the use of mobile telephones whilst driving.

For the purposes of this policy all employees and/or contractors (including owner drivers) where driver safety is monitored and/or managed by Green Earth Logistics will be referred to employees and contractors.

In Australia all state road and traffic authorities recommend that mobile telephone use is kept to a minimum and recommend pulling over and parking when using a mobile telephone to make or receive calls. States and territories have strict laws that prohibit the use of mobile telephones (includes touching) whilst driving and heavy penalties including demerit points apply. It is the individual employee and/or contractors' responsibility to make themselves aware of the laws that apply in the state or territory they are driving in.

Research has shown that mobile telephone usage whilst driving is a major distraction for driving.

## SCOPE

This policy applies to all employees and/or contractors (including owner drivers) where driver safety is monitored and/or managed by Green Earth Logistics.

## POLICY

### MOBILE PHONE AND TECHNOLOGY USAGE WHILST DRIVING

- All employees and contractors (including owner drives) where driver safety is monitored and/or managed by Green Earth Logistics must drive in accordance with the relevant state road traffic laws at all times.
- It is illegal for a driver to create, send or look at a text message, video message, email or similar communication, even when the phone is secured in a mounting and/or voice-operated.
- It is illegal for a driver to use hand held mobile phones in vehicles. [This includes making or taking phone calls, texting, playing games, taking photographs/video or using any other function on the phone].
- A passenger in the vehicle is not prohibited from using a mobile telephone, unless he/she holds it for the driver to use in a moving vehicle.
- Vehicles that are stationary with the engine running are classed as being driven.
- A driver should never use a hand-held mobile phone while the engine is running.
- Failure to abide by the law has the potential to invalidate insurance cover.
- Hands Free mobile phones can only be used to make or receive calls or used for its audio/music functions only when:
  - It is secured in a commercially designed holder fixed to the vehicle (and cannot be touched to be operated),or
  - The mobile telephone can be operated by the driver without touching any part of the phone and is not resting on any part of the drivers body (e.g. the phone is in the centre console and can be answered without touching or looking at it).
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible.
- It is illegal to use any functions on the phone, including texting.

### Other Mobile Devices:

- All other mobile devices such as iPads, Toughbook, laptop etc. must be closed and stored in a secure location whilst driving (including when the car is stationary at traffic lights). Under no circumstances should they be

### Satellite Navigation (GPS) Units:

- Satellite navigation (GPS) units are to be set up while parked and not be touched whilst driving.

### Making Phone Calls Whilst Driving:

- All drivers must pull over and park in a designated parking spot, switch off the vehicle's engine, to instigate a call, or have the appropriate technology to allows calls to be made such as verbal recognition (i.e. without touching the phone or centralised screen as part of Bluetooth set up).

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- The best and safest time for using your mobile telephone is during break times.

### Taking Calls When Driving:

- All drivers must not touch their phone to receive a call. Technology must be installed in the vehicle to allow the call to be answered via one or all of the following methods, automatic answer (call drop in), manufacturer call answer set up such as steering wheel call answer capability, verbal recognition, headset answer capability

### RESPONSIBILITIES

- It is the responsibility of employees and/or contractors (including owner drivers) to comply with this policy.
- Office-based staff should avoid making calls to staff who they know are driving.

When making calls to mobiles, employees and/or contractors (including owner drivers) need to check whether the person they are calling is able to talk, and if they are currently driving, end the call and call back at a safer time.

Any breach of this policy may result in a disciplinary action and persistent failure to adhere to this policy will be reviewed as a serious breach and could result termination of employment or contractual services

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