

## Mobile Phone Policy

This policy applies to personal mobile phones and electronic devices during the working day.

The following are Sunny Packaging Limited guidelines for using a mobile phone during work hours. Mobile phones are an essential of our lives, at the same time, they pose severe health & safety concerns for employees. Keeping in mind the safety of our employees, the following Mobile Phone Policy is adopted by the company. Each and every person must adhere to this code of practice.

Sunny Packaging Limited puts its employees and visitor's safety at the forefront and is committed to ensuring a safe and health environment, as such the use of mobile phones is strictly prohibited, except in designation areas as detailed below. All mobile phones should be turned to silent mode and left in personal lockers where applicable. No earphones are allowed to be worn during the working day.

This policy applies to all employees, contract workers and visitors to the company site. A mobile phone includes any electronic device capable of communicating, processing data or recording.

The use of personal mobile phones is strictly prohibited in the following areas:

- In all production areas, inside and outside
- While carrying out any work duty on company premises
- While driving for business purposes
- While attending meetings

To ensure the privacy and safety of confidential information, using mobile phones to record confidential information is strictly prohibited.

The company encourages allowing the use of mobile phones in the following situation:

- In designated areas where they are considered safe
- During break and rest periods in kitchens, canteens and outside the building
- In emergency situations where assistance is required i.e. Accidents/Fire etc.

Where it is essential to make/take calls during the working day permission must be gained from Supervisor/Manager and you must leave the working area and use the mobile phone in one of the designated areas mentioned above.

In the interest of the public, all personnel are reminded that using mobile phones whilst driving on public roads is illegal and you may be liable for prosecution by the Police.



Violation of the policy and any continuous misuse of mobile phones in violation of this policy that distract an employee from work may lead to serious consequences and result in the Company Disciplinary Process being implemented.

I acknowledge that I have read and understood the above Mobile Phone Policy.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_