

FORTH PORTS LIMITED

MOBILE TELEPHONE/DEVICE/RADIO/AUDIO EQUIPMENT POLICY

1. PURPOSE AND SCOPE

This policy prohibits the use of hand-held mobile telephones/devices/radios whilst driving in any company vehicle (including, but not limited to company cars, vans, minibuses, forklift trucks, tractor units, cranes, straddle carriers); in an employee's own vehicle while on company business or whilst on company property. Company approved radios and Radio Data Transmitters (RDTs) can be used on a hands-free basis, and are required to improve communication for a particular operation. Where company approved radios/RDTs cannot be used on a hands-free basis, the vehicle must be stationary when the apparatus is used.

Unless you have an approved hands free facility never use a hand-held telephone/device or radio whilst driving. It is an offence to drive a motor vehicle on the public roads whilst using a hand-held mobile telephone/device or radio.

Pedestrians are responsible for their own safety whilst using mobile telephones/devices, two-way hand-held radios or other communication devices in operational areas. This is a risk that must be adequately controlled and ideally pedestrians should be stationary whilst using mobile telephone/devices/radios. Pedestrians must ensure it is safe to take a call. Personal blue tooth ear pieces, iPods and other devices must not be used as this may result in someone not hearing a warning or approaching plant and equipment.

2. RESPONSIBILITY

It is the responsibility of all employees, employment agencies and their employees and contractors and their employees to adhere to this policy.

It is the responsibility of employees who have company cars to ensure that all drivers of the car are aware of the contents of this policy.

3. MOBILE DEVICES

3.1 Provision of Mobile Devices

Mobile devices include, but are not limited to, telephones, radios, iPads.

Mobile devices will be provided to employees deemed essential users in terms of the company's business.

An essential user is a person who needs to be contactable in the course of his/her work who may not be available at a fixed location or may need to be contacted outwith their normal working times or be subject to call-out arrangements specific to the needs of the company.

Requests for mobile devices must be approved by the appropriate Senior Manager.

3.2 Contract

All company mobile devices are on a single corporate contract negotiated and administered centrally by the Procurement Department. All purchase negotiation, replacement and other matters surrounding mobile devices will be carried out by the Procurement Department.

3.3 Procurement and Distribution

A Senior Manager must approve all mobile devices.

3.4 Usage and Call Charges

Company mobile devices are not to be used for individual “business” or private matters related to personal income generating activities.

From time to time a personal call may be made, if important, while the user is on company business. Personal (i.e. non-business) calls should be avoided and, where necessary, should be of short duration. This privilege should not be abused while engaged on company business. The company reserves the right to recover any costs identified with non-business use and the employee may be liable to disciplinary action.

Directory enquiry calls to 118 facilities are not permitted.

Premium rate calls and texts are not permitted.

Any private calls that are made, either frequent, long distance or of a long duration may necessitate reimbursement to the company by the user.

All company business call charges will be paid by the company.

All company device accounts are monitored and users will provide an explanation of all charges, including data, calls and texts, if requested.

Personal use on Company mobile devices of social media sites e.g. Facebook, Twitter, Live Streaming Apps, LinkedIn may have an impact on an employee's relationship with the Company (see Social Media Policy).

3.5 Security of Mobile Devices

Employees issued with a mobile device purchased by the company must ensure the security of the device at all times. If your Smartphone (Apple, Samsung, etc) is lost or stolen the procedure is as follows:-

- i) Report it to MIS directly who will arrange for the lost/stolen device to be wiped.
 - a) For Port of Tilbury : **In working hours** (Monday to Friday 0800-1800) either via the MIS Helpdesk Portal on the Intranet, on email MIS.Helpdesk@potll.com, by telephone on Ext 412 or from outside the Port on 01375 852412 OR **outside working hours** by telephone on 07890 462 004.
 - b) For Scotland : **In working hours** (Monday to Friday 0800-1800) either via the MIS Helpdesk Portal on the Intranet, on email it.helpdesk@forthports.co.uk by telephone on Ext 8444 or from outside

the Port on 01324 668444 OR **outside working hours** by pager on 07623 912582.

- ii) Also, report it to:
 - a) For Port of Tilbury : **In working hours** (Monday to Friday 0830-1700) either on email orders@potil.com, by telephone on Ext 454 or from outside the Port on 01375 852454. **You must advise Procurement as soon as possible.**
 - b) For Scotland : **In working hours** Lyndsey Higgins on 01324 668429 OR **outside working hours** contact O₂ from an O₂ device by calling 8002 or from another mobile/land line 0800 085 9999 quoting PIN 62012.
- iii) Users must care for and use the devices in their possession in a reasonable manner. Breakages, damage or loss of equipment may necessitate the reimbursement of any associated costs incurred by the company in relation to the repairs to or replacement of the equipment. Users are required to keep mobile devices clean, and in serviceable condition to the best of their ability and report all irregularities immediately to Procurement Department or MIS Department.
- iv) There are a number of built in protection mechanisms that the user may need during the day-to-day operation of the mobile device:-
 - a) Activate the keypad lock;
 - b) A PIN code must be used to lock the device so that if the device is subsequently stolen or lost a PIN code must be used to unlock the device (the pin should be changed from the manufacturer's standard number to a personal one). Do not share your PIN.
- v) Secure the device at home as if it is a personal possession.
- vi) Mobile devices must not be left in unattended vehicles or if no alternative be locked in the boot.
- vii) While in the office, store the device and associated equipment with due care. If lending the device to another employee, make a record of when and to whom.

3.6 Emergency

In the event of an emergency, the Company reserves the right to request the return of any device for the period of the emergency.

3.7 Data, Emails and the Internet

In addition to voice and general calls some devices have the option to send and receive company emails. They may also have internet and calendar capability. Only those devices identified to use data may access these options. Those devices will have a specific data tariff designed to optimise the data use and to ensure the company receives best value.

3.8 Foreign Travel

Travelling within the EU is covered for voice and data by the UK data limits which apply to the employee's devices and no other arrangements are required i.e. included in the employee's data bundle.

For those users wishing to use their mobile device abroad, **particularly outside the EU** they should in the first instance contact a) the Procurement Department in Tilbury on 01375 852454 b) in Scotland contact Lyndsey Higgins on 01324 668429 where advice will be given and arrangements made to ensure the most appropriate tariff is applied.

3.9 Courtesy

As a matter of professional courtesy, turn off the device or divert it to voicemail or another number, or set the device onto "silent mode" during meetings, training courses and seminars. In exceptional circumstances, where it becomes necessary to take a business call, it is courteous to inform colleagues that an urgent call is expected.

When conducting business away from the company's premises, users should endeavour to comply with any local restrictions on the use of mobile devices.

Certain aspects of this policy do not apply to Marine craft.

Related Policies

Company Car Policy
Disciplinary Procedure
Health & Safety at Work Act 1974
Computer Security Policy
Social Media Policy
Road Traffic Act 1988 (as amended)
Data Protection Policy