



## **PHONE POLICY**

### **PURPOSE**

To clearly establish procedures for Global Manufacturing Group staff engaging in private phone calls, either on private mobile phones or company phones.

### **SCOPE**

This policy covers the requirement for staff to limit the amount of outgoing and incoming private phone calls during the working hours at all Global Manufacturing Group sites.

### **REQUIREMENTS**

Private mobiles are only to be utilized during allocated meal breaks on all shifts, unless used for company work purposes; prior approval has been granted from a Team Leader or Company Director; or is used for the company owing to a serious emergency situation.

Company mobile phones are not to be utilized for private phone calls, unless prior approval from one of the Directors.

All staff responsible for company mobile phones found abusing the policy, will be required to reimburse Global Manufacturing Group the monies accumulated in private phone calls and Disciplinary action may be taken.

All staff will be accountable for their company mobile phone usage and at any time these staff may be called upon from the Directors to audit their itemized phone bills.

Global Manufacturing Group appreciates that from time to time, it may be necessary to make private phone calls from company "lands-line" phones. Staff are required to obtain permission from their Team Leader or a Director for these calls and they should be limited in duration of time.

Team Member/Employee: \_\_\_\_\_

Team Member/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer's Name: Global Manufacturing Group

Employer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Or designated representative)