

# MOBILE PHONES AND MEDIA DEVICES

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The purpose of this Policy is to ensure that the use of mobile phones and media devices at DP World DjenDjen is conducted safely and responsibly.

## SCOPE

This Policy applies to all DP World DjenDjen employees, contractors and visitors.

## REQUIREMENTS

- Mobile phones and media devices must never be used when undertaking safety critical work other than for maintaining agreed or emergency contacts.
- Mobile phones and media devices should not be used when they could pose a security or safety risk, or when they distract from work tasks.
- While operating mobile equipment the use of mobile phones and media devices is prohibited. If necessary to make or answer a call while driving or operating mobile equipment, the driver / operator must stop the vehicle in a safe position and ensure loads are safely positioned before doing so.
- If necessary to make or answer a call while walking, move to safe zone or protected area away from mobile equipment and traffic and remain stationary to avoid any possibility of tripping or coming into contact with objects.
- The use of two-way radios or other devices required by job description shall be exercised with the same caution.
- Mobile phones and media devices must not be used where the safety of the user might be affected or where operation of delicate equipment may be compromised.
- Mobile phones and media devices must never be used in areas where there may be flammable atmospheres present, such as in confined spaces.
- A mobile phone's GPS (or other driver's aid) function may only be used if:
  - The mobile phone / media device is secured in a commercially designed and manufactured fixed mounting
  - The mounting is fixed in a location that will not distract or obscure your view in any way
  - The use of the driver's aid does not distract from driving or from being in proper control of a vehicle

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## DISCIPLINARY ACTION

Improper or unsafe use of mobile phones and media devices may result in disciplinary action.

Continued use of mobile phones and media devices at inappropriate times may lead to having mobile phone and / or media devices privileges revoked.

The usage of a mobile phone or media device for illegal or dangerous activity, for purposes of harassment etc., or in ways that violate the DP World Djendjen confidentiality policy may result in dismissal.