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MOBILE DEVICE POLICY		

PURPOSE

This policy explains the safe and appropriate use of **company-issued mobile devices** and **personal mobile devices** at work. Its purpose is to reduce distractions, prevent incidents, and ensure mobile devices are used safely, legally, and responsibly while performing work for Consolidated Group of Companies.

OBJECTIVES

Consolidated Group of Companies will:

- Limit the use of **personal mobile devices** during work hours to allocated breaks or outside working time;
- Require personal mobile devices to be left in vehicles, lunchrooms, or turned off during work activities where practicable;
- Not accept responsibility for the loss or damage of personal mobile devices while at work;
- Require employees to advise their supervisor if there is a genuine work or personal reason that a mobile device must remain accessible during work hours;
- Issue company mobile devices where required for work purposes and cover reasonable work-related usage;
- Recover excess costs where usage exceeds the allocated plan allowance and is not work-related;
- Require mobile devices to be used **only when it is safe and legal to do so**, and never in a way that creates a risk to the user or others;
- Prohibit the use of mobile devices while operating vehicles, mobile plant, or equipment unless hands-free and legally permitted;
- Require any mobile device carried during work to be secured in a manner that does not interfere with work tasks or create a safety risk;
- Recover costs for loss or damage to company-issued mobile devices where caused by misuse, negligence, or failure to follow this policy;
- Require all company-issued mobile devices to be returned upon termination of employment or engagement;
- Advise that removal of personal data from company-issued devices is the responsibility of the person to whom the device was issued.

RESPONSIBILITIES

Management

- Ensure this policy is implemented and enforced;
- Exercise due diligence under applicable WHS legislation;
- Authorise the issue of company mobile devices where required.

Supervisors

- Monitor mobile device use on site and address unsafe or inappropriate use;
- Approve exceptions where a mobile device must remain accessible;

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- Take action where this policy is not followed.

Employees, Contractors, and Suppliers

- Use mobile devices responsibly and in accordance with this policy;
- Comply with WHS and road safety requirements at all times;
- Report hazards, incidents, or non-conformances related to mobile device use.

RELATED PROCEDURES

Further guidance is available in the **WHSE Safety Management System (DOC-14)**.

COMMITMENT

This policy applies to all Consolidated Group of Companies employees, contractors, and suppliers.

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or contract.

Approved



Theo Tsorvas

Director

Date 13.12.2025