Use of Mobile Phones and Electronic Devices policy statement

General

Keltbray recognise the risks and potential distractions that modern electronic devices such as mobile phones, tablets and satellite navigation systems produce when used inappropriately or whilst undertaking other tasks. To that end the following policy is to be adhered to by all employees and visitors either within the environs controlled or owned by Keltbray or whilst undertaking company business.

Whilst driving

Devices: Electronic devices can be a distraction to safe driving. It is Keltbray's general policy that the use of devices such as satellite navigation systems or audio equipment (including devices that can be used for this purpose as a secondary function such as smartphones) should be done so only when permitted by law and activated only when safe to do so. Where client or regulator enhanced restrictions apply, they take primacy and must be followed.

Phones: It is however, Keltbray's specific policy that the use of:

- Hand-held phones or electronic devices for communication purposes (verbal or written) is prohibited whilst driving a vehicle on company business
- Hands-free phones may only be used in accordance with the law. Where Keltbray is further regulated by client or public regulatory requirements, if more stringent, those rules are to be applied

Whilst at Work

The use of hand-held or hands-free phones and electronic devices on site/depot or office shall be in line with the Keltbray and/or Client site rules. The use of any device is generally prohibited whilst walking or carrying out any work duty within the work location or site boundary. In order to ensure that all site personnel and visitors are not put at risk as a result of the distraction of devices, each site will identify designated areas for their safe use, which will be identified by the use of signs, briefed during site and visitor induction and on all daily pre-start briefings. Where it is impractical to have a dedicated location, such as on a linear site (Rail); then the individual must move to a position of safety before using the device. In office locations, this will generally be at a desk.

Where company electronic equipment is permitted to be used for work purposes (for example recording of reports or photography), its use shall also be subject to a site-specific risk assessment and always in a position of safety.

It remains prohibited within the site, office or yard boundary for anyone driving or operating any vehicle, plant or equipment to make or receive a telephone call even with the aid of a hands-free device.

Failure to comply with this policy will be regarded as a serious breach of health and safety procedures. Any person found in breach of this policy may be excluded from their place of work and may be liable to disciplinary action, which may ultimately result in dismissal. Any person so excluded may be refused access to Keltbray sites/offices/yards in the future.

Keltbray and its management team fully support this policy and are committed to provide competent personnel and financial resources to implement it. This policy statement shall be reviewed at least annually by all interested parties. All Keltbray policies are available on the Keltbray Business Management System. New employees are briefed on the use of the Business Management System and locations of the Keltbray policies and any reviews or key changes in the policies are advised to employees.



Peter Burnside
Chief Executive Officer

Last review date: June 2026
Next review date: June 2027