

MOBILE PHONE POLICY

Application of this policy

This policy applies to all employees of Global Rail Australia Pty Ltd.

Entitlement

An employee of Global Rail Australia may be allocated a mobile phone to assist in the performance of their duties.

The Company mobile phone is the property of Global Rail Australia. Upon termination of employment, or at the discretion of the supervisor/manager, the mobile phone and any other related accessories provided by Global Rail Australia to you must be returned promptly to the company.

Any messages composed, sent or received on the company mobile phones are, and will remain at all times Global Rail Australia's property. Global Rail Australia reserves the right to intercept, access, review and disclose all messages created, received or sent via a Company's mobile phone.

Employee Usage

Global Rail Australia's Company mobile phones are to be used for business related purposes. However, reasonable personal use of the company's mobile phones is permitted.

The following are examples of unreasonable personal usage; however, this list is not exhaustive.

- International Calls;
- Premium unauthorised number
- Calls which incur a significantly higher rate per minute than usual;
- Personal use during work hours, except in the case of emergency; excessive personal use outside of work hours;

An employee is not permitted to access another staff member's mobile without prior written consent by Global Rail Australia.

Employees must not use company issued mobile phones while operating a motor vehicle unless a 'hands-free car kit' is installed in the employee's vehicle.

Employees working on projects in the rail corridor must only use the company mobile phone in a designated 'safe place or as dictated by the rail operator or client rules. Staff working on Telecoms projects cannot use mobile phones whilst working on masts and must use two-way radio systems provided. All other staff must adhere to the rules required on their particular site or project.

Employees who have been provided with a mobile phone with email and internet access must comply with Global Rail Australia policies dealing with email and internet access where relevant.

Voicemail

An employee must setup their voicemail on the mobile phone provided by Global Rail Australia. Missed calls should be returned in a reasonable timeframe and employees should ensure they clear their voicemail regularly. Voicemail set up on Global Rail Australia mobile phones should say *"Hello, this is (name), (title) of Global Rail Australia. I am unable to take your call right now so please leave your name, number and a short message and I will return your call shortly"*. This message should be modified if an employee is on leave.

Breakdown, loss or theft of mobile

Employees provided with a mobile phone from Global Rail Australia must at all times take care to avoid damaging it or altering its appearance other than through normal wear and tear. If a phone is lost, damaged or stolen the supervisor / manager must be notified immediately.

Depending on the circumstances in which the mobile phone was lost, stolen or damaged, the employee may be held responsible for replacing the mobile phone if the loss, damage or theft was caused or contributed to by the employee's lack of care or negligence.

Consequences

Misuse or overuse of Global Rail Australia mobile phones as outlined in this policy will not be tolerated by Global Rail Australia. An employee found to be in breach of this policy may face disciplinary action which may include termination of employment.

Variation

Global Rail Australia reserves the right to vary this policy from time to time.

Signed 16^h March 2018, for and on behalf of Global Rail Australia Pty Ltd by



Ivan Holloway
Managing Director