

# MOBILE PHONE POLICY



This Policy applies to all J&S Drilling staff that may have access to mobile phones during working hours including employees who require mobile phones to carry out their “usual duties”.

For the purpose of this Policy, the term “mobile phone” is defined as any handheld electronic device with the ability to transmit and receive calls without a cable connection. “Call” or ‘use” is defined as the transmission or receipt of voice calls, text or data messages, internet surfing, emails, electronic games or accessing social networking sites.

Access to personal mobile phones during working hours is a privilege and it is a requirement that all employees adhere to the Policy.

If the Policy is breached, disciplinary action may be taken which can include a formal written warning process, phone usage monitoring (internally or by an external auditor) or prohibition.

## General use at work

- Use of mobile phones for personal use during work hours is not permitted unless authorized by the Company or in the case of an emergency.
- Employees are expected to use personal mobile phones responsibly.
- Personal calls are only permitted during lunch break and morning tea breaks where applicable.
- In extenuating circumstances employees may request permission from their Supervisor to make personal calls during work hours. Permission may include temporary access to the Company office number for emergency calls only.
- Theft, use and disclosure of someone else’s mobile phone or details are prohibited.
- Mobile phones may not be taken into a toilet.

## Unsafe work situations

- It is prohibited to use a mobile phone while working with or operating company equipment.
- It is prohibited to use a mobile phone while driving a company vehicle unless it is fitted with a hands free connection.

## Company confidential information

- All data that is composed sent or received using J&S Drilling mobile phones is considered Company property and may be viewed by the company on request.
- Sharing confidential company material or the company’s proprietary information with external sources is prohibited.
- Sending or discussing information that is defamatory to the company, the services it provides or employees is prohibited.
- Introducing harmful software that will jeopardize the security of the company’s mobile phone is prohibited.
- Any public comment during and out of working hours, in any forum, including social networking sites, when derogative or critical of the employer, business practises or other employees, is unacceptable and will justify disciplinary or legal action including

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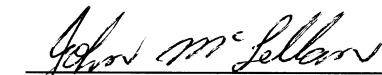


dismissal. This includes, but is not restricted to, vulgar, discriminatory, harassing, threatening or explicit language and/or images.

## Mobile phone use for Company business

- This Policy also applies to company supplied mobile phones for business use.
- Some employees may be authorized to use their personal mobile phones for business purposes during working hours. Employees making business calls on their personal mobile phones will be reimbursed however submitting false reports is theft and may result in termination.

06 June 2017

  
**John McLellan**  
Managing Director