



**MOBILE PHONE
&
SIMILAR HAND HELD ELECTRONIC DEVICE POLICY
STATEMENT**

The use of a hand held mobile phone or similar hand-held electronic device whilst driving Groupbridge owned or leased vehicles is prohibited, whether this is to make or receive telephone calls send or read text or image/picture messages, send or receive facsimiles or to access the internet or e-mail, because these actions reduce concentration and control of the vehicle and increase the likelihood of an accident

If it is necessary to use a hand-held mobile phone or other electronic device whilst driving, to meet current legal requirements, Groupbridge employees shall stop the vehicle in a safe place and turn off the vehicle's engine before using the mobile phone or device.

Use of a hands-free phone /device is not permitted unless full compliance with current legislation can be demonstrated, and where fitted to vehicles, the operator does so entirely at their own risk.

Where it is necessary to make or receive a call whilst driving on Company business with appropriate hands-free equipment, these shall be limited to emergency or essential calls and only when it is safe to do so, with any incoming callers being informed that the call will be returned when the recipient is able to stop driving.

In view of the potential health & safety and legal implications resulting in contravention of this policy, any breach may lead to disciplinary action, including dismissal

S Gibbons
(Managing Director)

Date: 30th November 2011

Review Date: November 2012

Signed copies of the master policy statement are available upon request