GROUPBRIDGE
CIVIL ENGINEERING & BUILDING CONTRACTORS

MOBILE PHONE
&
HANDHELD ELECTRONIC DEVICE POLICY STATEMENT

Groupbridge acknowledge that the use of a handheld mobile phone or other handheld electronic device whilst driving and operating plant or equipment can reduce concentration and safe operation with an increased likelihood of an accident.

The following requirements shall therefore be applied:

- The use of any handheld device whilst operating Groupbridge owned, hired or leased vehicles, plant or equipment is prohibited, whether this is to make or receive telephone calls send or read text messages or e-mail, image/picture messages, satellite navigation etc.

- If it is necessary to use a handheld electronic device whilst driving, Groupbridge employees shall stop the vehicle in a safe place and turn off the vehicle's engine before using the device to comply with current regulatory requirements.

- Use of a hands-free device is not permitted unless full compliance with current legislation can be demonstrated, and where fitted, 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: 16th January 2026

Review Date: January 2027