

TELEPHONE and MOBILE PHONE USAGE POLICY

Reay Services Group is a pipeline construction, mining services, civil and trenching company that consistently delivers quality services to customers.

Reay Services Group is a pipeline construction, mining services, civil and trenching company that consistently delivers quality services to customers.

Mobile devices are valuable tools for conducting Reay Services Group business and to improve the availability and productivity of all employees. The purpose of this policy is to define accepted practices and responsibilities for using Reay Services Group corporately-owned, or individually-owned mobile devices for business purposes only.

This policy defines user eligibility and commitment requirements.

Mobile devices shall be used in an efficient, lawful, safe and ethical manner. Reay Services Group employees who are issued with a mobile device are accountable for the appropriate use of their mobile device and shall abide by this policy

Company Mobiles phones will be allocated at Managements discretion. Where a mobile phone has been issued by the company, it is for business use only and at all times will remain the property of the Company.

The Company recognises that users may, on occasion, have to make personal calls or send personal text messages during working hours, or outside normal working hours.

This policy shall be reviewed on an as required basis and in accordance with QMS-REG-018 – HSEQ Audit Schedule.

Brett Reay
Managing Director

