



Communication Device Policy

Includes: Mobile/Cell Phone/Two-way Radio.

Policy Overview:

GreenLine mobile phone policy offers general guidelines for using personal and company cell phones by company employees and drivers during work hours, including hands free, radio device and any other hands free virtual device while driving and work place.

The purpose of this policy is to help us minimizing distractions, accidents, and legal non-compliance (as per CMV Rules section 184) which the usage of such devices can cause.

Scope

This policy applies to all employees of GreenLine, drivers including contractors and their employees. This policy also applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

All drivers, staff (contractual employees), subcontractor will communicate their valid personnel mobile numbers for official communication to company.

Mobile/Cell Phone/Two way Radio Device Usage Guidelines:

We recognize that cell phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.) But, cell phones may also cause problems when used imprudently or excessively.

Situations when usage is allowed:


The following are GreenLine's basic guidelines for usage of Communication device during work hours under the following situations:

- To make business calls.
- To use productivity apps.
- To check and send important messages & e-mails
- To make brief personal calls away from the working space of colleagues.
- From a stationary vehicle for business *work or emergency calls with additional precautions*. A few specific precautions are highlighted as below:
 - *Park the vehicle at a safe location & switch off engine.*

- *May apply hand break and wheel stopper (if on a slope),*
- *If required, get down from vehicle.*
- The only exception to using a mobile Communication device in potentially hazardous conditions is during times of an emergency, such as reporting collisions to emergency personnel, calling law enforcement for assistance, reporting road hazards to the authorities, or notifying authorities.
- Keep calls as short as possible and ensure calls are made only for business or emergency purposes.

Situations when usage is not allowed:

In general, Communication device should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a communication device while driving. During driving hours all drivers on the driving seat are required to keep their mobile phone switched off. Co-driver is allowed to use mobile phone only for essential communication and emergencies. All drivers on driving seat will follow policy of 'ENGINE ON, MOBILE OFF' 
- Never use a Communication device while operating an equipment.
- Never use Communication device at fuel pumps.
- Never use Communication device at restricted locations- Terminals, loading and unloading locations.
- Do not use Communication device while climbing ladder / stairs, road crossing, working at height.
- Do not use Communication device to record confidential information.
- Not to use phones when the usage could pose a security or safety risk, or when the usage will distract from work tasks.
- Never use cell phones when they may cause a security breach
- Not to use cell phones during meetings – unless emergency requires so.

Disciplinary Consequences

Violations of the policy shall be treated with zero tolerance.

The company retains the right to monitor employees for excessive or inappropriate use of their cell phones. If an employee's or driver's phone usage causes a decline in productivity or interferes with the safety expectations, the employees/drivers may face severe disciplinary action up to and including termination.

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Anand Mimani
Chief Executive Officer



Sl No	Date	Revision no	Details of Revision
0	23.03.2021	00	First Issue
1	31.08.2021	1	Added that Driver behind wheel will keep his mobile phone switch off. 