



Title: Mobile Communication Device Policy
Version: 1.4
Date: October 2, 2018

Document #: POL-008	Title: Mobile Communication Device Policy	Version # 1.4
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Document	Rev #	Date	Originator	Details of Change
POL-008	1.0	1-Sep-2013	SQT	Created
POL-008	1.1	24-Nov-2015	SQT	Change signature to VP's
POL-008	1.2	1-May-2016	SQT	Change signature to President
POL-008	1.3	12-Aug-2016	SQT	Updated title page
POL-008	1.4	2-Oct-2018	SQT	Updated signature to P. Morris

Our Commitment

At Squamish Terminals, we are committed to providing a healthy, safe and productive work environment for all employees. The misuse of mobile communication devices is distracting and may interfere with the proper and safe use of equipment/machinery, which can cause injuries to yourself or co-workers and damage to site facilities and customer cargo. Squamish Terminals recognizes that it has an obligation to limit the use of such devices at work to protect us all. Accordingly, Squamish Terminals has developed a Mobile Communication Device Policy.

Devices Covered

The devices covered by this Policy include mobile phones (Blackberries, iPhones, etc.), text pagers, two-way radios and other wireless devices, whether owned by Squamish Terminals or the individual employee (collectively referred to as “Devices”). This also includes headphones and wireless ear pieces which may get tangled in machinery or interfere with the proper use of personal protective equipment.

Persons Covered

This Policy applies to employees and visitors (contractors, customers, consultants, volunteers) while at Squamish Terminals, including all personnel affiliated with third parties working at Squamish Terminals.

Prohibited Uses

While in the workplace during work hours, employees are expected to focus on work and may not use any Devices for any purpose. This Policy applies to all conversations whether personal or business-related and other inappropriate usage which includes but is not limited to:

- engaging in personal conversations;
- playing games;
- surfing the internet;
- checking email, Facebook (or any other social media);
- sending or receiving text messages;
- Taking photos or video;
- walking in high traffic areas;
- operating a vehicle or piece of equipment.

Permitted Uses

Management (including Foremen and Superintendents) may accept or return work related calls on these Devices provided that they are not in a high traffic area and when driving they pull over to a safe location and remain parked out of the traffic area/roadway. They may not resume driving until their conversation is over.

During emergency situations, First Aid Attendants and Emergency personnel may use any necessary Device to conduct emergency response communications.

All employees may use Devices while on approved break times from work and only in designated areas such as Squamish Terminals break areas including lunchrooms, washrooms, locker rooms, designated smoking area and offices. Use of hands-free Devices while operating equipment is not permissible.

Violations

Employees who violate this Policy will be subject to disciplinary measures up to and including dismissal.

Approved By:



Paul Morris
Terminal Manager