

# INFORMATION, COMMUNICATIONS AND TECHNOLOGY (ICT) POLICY

**This Information, Communication and Technology (ICT) Policy is designed to clearly state the Metro Steel Fabrication WA (MSFWA) business requirements with respect to the use of mobile phones / mobile devices and other information, communication, technology (ICT) devices on site. This Policy applies to all people (Employees, Contractors, Visitors) entering MSFWA owned or controlled facilities and site locations.**

Mobile phones / devices will be allowed in the workplace when the following rules are adhered to:

- All non-work-related mobile phones/devices are to be used only within the confines of offices and crib rooms. They are not allowed to be accessed in operational areas unless required for work related duties. The use of a mobile phone / device for private matters should be restricted to work breaks or urgent matters.
- No photographs are to be taken on site without express permission from the General Manager/Directors.
- Mobile phones / devices used on site must be used within the guidelines of the Company's Code of Conduct.
- It is not acceptable to make discrimination, harassing, bullying, abusive or offensive comments on any form of social media about any MSFWA employees or business partners. This will be viewed as a breach of the Code of Conduct.
- The use of a microphone to record business related information is strictly prohibited.
- People are not permitted to walk around in operational areas, distracted by mobile phone / device usage. If required to use a mobile phone / device, the user must find a safe place, out of the main thoroughfare and remain stationary while using the mobile phone / device.
- Drivers of motor vehicles and/or equipment are only allowed to use a mobile phone if the vehicle / equipment is fitted with specific hands-free devices, or the vehicle is pulled over in a safe place.

This policy also applies to all aspects of the use of other ICT where the Code of Conduct should be adhered to including, but not limited to:

- internet usage – to be used for work related matters only.
- electronic mail (email) – ensure all correspondence is professional and related to business.
- weblogs (blogs) / social networking / chat boards – workers should note their commentary may be monitored.
- file transfer, file sharing and file storage including the use of end-point data storage devices (devices capable of storing information/data i.e. USB sticks, hard drives, laptops etc.) – no MSFWA information or property shall be taken offsite without permission from senior management.
- video conferencing, streaming media and instant messaging.

MSFWA retains the right to monitor employees for excessive or inappropriate use of their mobile phones/devices. If it is discovered that an employee's mobile phone / device usage causes a safety or productivity issue, the company may restrict that employee/contractor to using their mobile phone/devices only in personal, non-work-related time.

Any action that constitutes a breach of security, violation of confidentiality matters or breach of Company values or Code of Conduct, will be treated as serious and subjected to disciplinary action.

**APPROVED: 25 October 2022**

*This Policy will be reviewed every 12mths to ensure its appropriateness, accuracy and value*



**Peter Johnson**  
Director



**Gary Foster**  
Director