

### 1. Version Control

| Version | Date       | Author    | Approved by | Signature |
|---------|------------|-----------|-------------|-----------|
| 1       | 22/03/2024 | Ali Kader | Nick Some   |           |
| 2       | 19/09/2025 | R. Ridd   | Nick Some   | NS        |

### 2. Purpose

The aim of this policy is to establish guidelines for the appropriate use of fixed telephones, company-owned mobile phones, and employee-owned mobile phones for business purposes. This policy intends to provide clear directives to all ecoDynamics Group employees regarding the responsible use of phones at work.

### 3. Application

This policy applies to all employees of ecoDynamics Group. It is not intended to override any existing employment contract, enterprise agreement, or award applicable to an employee.

### 4. Policy

#### Company-owned Mobile Phones

The State Manager determines allocation and authorisation of mobile phones, while HR/Corporate Department manages contracts and usage monitoring.

Mobile phone use during work hours is limited to job-related tasks. Permitted uses include calls, texts, emails, pictures for work purposes, video calls, browsing for job-related tasks, and accessing job-related information.

Reasonable personal use of a company-owned phone is permitted (excludes overseas data/phone usage), but excessive personal usage may incur charges. ecoDynamics Group reserves the right to access the data/call history of phones assigned to individuals for business purposes within the company.

#### Damage, Loss, or Theft

Employees are required to notify their reporting manager and Human Resources of any instances of damage, loss, or theft as soon as practicable. ecoDynamics retains the right to request a police report or other evidence in cases of property damage, loss or theft.

#### Return of Mobile Phones

Employees must return company-issued mobile phones and accessories upon termination or at ecoDynamics' request.

#### Voicemail

Voicemail must be activated, and missed calls should be returned promptly.

#### Mobile Phone Courtesy

Mobile phones should be switched to silent during meetings.

#### Occupational Health and Safety

The use of a mobile phone while driving a vehicle or operating any machinery or equipment is prohibited unless use is within applicable laws and regulations.

#### Employee-owned Mobile Phones

Employees whose job responsibilities necessitate access to the company's email and intranet with shared folders may be eligible for a mobile phone allowance. This allowance is exclusively for work-related use and is not a universal benefit for all employees. Eligibility for such allowances will be determined based on job necessity, and individual contractual agreements will outline the specific terms.

#### 5. Earbud Usage

Earbuds/headphones cannot be used by employees working in the field. Earbuds can reduce an employee's ability to focus, impact communication between team members and pose a safety risk.

## 6. Policy Review Date

The ecoDynamics Group may make changes to this policy from time to time within its complete discretion.

## 7. Related Policies

- Code of Conduct
- Group Grievance Resolution Policy and Procedure

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*Please be advised that any amendments to this document require formal authorisation and must be distributed through official channels to ensure it is an approved and correct version.*

*This policy serves as a mandatory directive for all personnel affiliated with ecoDynamics Group, whether employed directly or indirectly. This document is to be regarded as an addition to the other ecoDynamics Group's policy and procedures.*

*Should you require additional information or have inquiries concerning this policy, employees currently associated with ecoDynamics are encouraged to consult the comprehensive resource at <https://www.fairwork.gov.au/> and to engage in discussions with their supervisors or Group Human Resources Manager*

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