

### PERSONAL MOBILE TELEPHONE USE POLICY

Whilst at work, employees are expected to refrain from excessive personal use of mobile phones, tablets or any other personal electronic equipment. Personal calls, personal instant messaging, personal text messaging, social networking or tweeting during the work day, regardless of whether the equipment used is company provided or not, interferes with employee productivity and is distracting to others, and in some instances, is a health & safety issue. Whilst we understand the importance of personal use of mobile phones whilst at work – for example; contacting children, schools, parents, partners - we will not tolerate unnecessary use. Only emergency calls are to be made/received whilst you are working.

Employees are at work essentially to provide value to the company. They are expected to limit personal interactions during work time and make personal calls and/or send personal text messages, tweets, social networking or instant messages during non-work time, i.e. break and lunch times only, and to ensure that friends and family members are aware of this company policy.

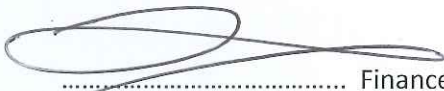
The company is not liable for the loss of personal mobile phones, tablets or other personal electronic equipment brought into the workplace.

If the company is made aware of someone's persistent use of personal mobile phones during working hours, then the employee could be required to surrender their personal mobile phone during working hours.

If someone violates the policy, he or she would be disciplined as per our disciplinary procedure (e.g. verbal warning, written warning, final written warning, dismissal).

  
..... Managing Director

Date 20/03/19 .....

  
..... Finance Director

Date 20/03/19 .....