

	SHANTIFOUMACH PVT LTD	DOC: SFPL/HR/P/11
	MOBILE PHONE USAGE POLICY	Rev: 01 & REV DATE 28/11/2021 Rel Date: 1/05/2015

Objective

To regulate the use of mobile phones and other electronic devices like head phones, personal digital equipments etc. in the company premises in order to bring in a professional, productive & safe work culture & enhanced customer focus.

The regulation will be as detailed below:

- a) To prevent usage of mobile phones on the shop floor.
- b) To avoid making or receiving calls on mobile phones while working on the shop floor.
- c) To avoid use of mobile phones as cameras to take pictures of company property.
- d) To avoid indulging in texting or reading of messages.
- e) To prevent viewing or forwarding of MMS, videos & listening to music while working.
- f) Sending/transferring of any company information, photos, videos etc. via mobile phone without written authorization is strictly prohibited

Applicability

This policy is applicable to all the employees in general , all shift& particularly to employees working on the shopfloor & visiting the shop floor.

Mobile phones are strictly not allowed to use to helper & operator category at company premises. Mobile phones are allowed to use applicable employees i.e. Supervisor, Quality Engineer & manager for official purpose only.

Purpose

To avoid the mobile phone user getting distracted from his/her work and leading to disruption, deviation of the work processes. Mobile phone usage on shop floor can lead to deviations in the product quality & impact discipline, safety of employees on the shop floor.

Guidelines for mobile phone usage on Shop Floor

- a). **“NO MOBILE PHONE USAGE ON THE SHOP FLOOR”**. Under this policy the employees are not allowed to use their mobile phone or any other electronic gadgets on the shopfloor.
- b). The mobile phones should be kept in silent or vibration mode
- c). If any employee is found using mobile phone on the shopfloor then the same should be retrieved by the shift incharge and handed over to security. This mobile phone can be received back by the employee after one week. In case of repeated occurrences, strict disciplinary measures will be taken.
- d). All Staff members going to the shopfloor across all levels should avoid using their mobile phones on the shopfloor and set the right example.
- e). Members accompanying customers to the shopfloor may use the mobile phones in order to co-ordinate the visit effectively. However, such employees are instructed to use their mobile phone only if required.
- f). Certain areas will be here marked as **“MOBILE PHONE USAGE ZONE”** on the shop floor. Employees can use their mobile phones only in these stipulated areas.

Guidelines for mobile phone usage in Office Area, Shop floor

- i). Employees are instructed to avoid usage of mobile phones at Office Entrance & Reception
- ii). Mobile phones should be kept in Silent or Vibration Mode during Meetings & Trainings
- iii). Employees should talk in moderate voice, while using mobile phone in office premises .



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Consequences:

1. If any employee is found using mobile, first oral warning will be given.
2. If repeated second time, mobile fine of Rs 500/- will be imposed & mobile will be retrieved by shift supervisor, HOD , HR and handed over to HR Manager. This mobile phone can be received back by the employee after 3 days.
3. If repeated third time i.e. double mobile fine of Rs 1000/- will be imposed & mobile will be retrieved by shift supervisor, HOD , HR and handed over to HR Manager. This mobile phone can be received back by the employee after 7 days.
4. If repeated fourth time again mobile fine will be Rs 2000/- will be imposed & mobile will be retrieved by shift supervisor, HOD , HR and handed over to HR Manager. This mobile phone can be received back by the employee after 10 days. *of 3000/- Rs ?*
5. If any employee found using mobile after warning & imposing fine 5th time, disciplinary actions will be taken i.e. termination of employees for 3 days.

Other Guidelines :

6. In case of emergency ,employees concern family or relative can contact at company gate mobile no 7899836603/ / company land line no 0831-4218308 / Concern department supervisor mobile no will be provided .
7. Employees can use mobile for official purpose at seating location, office . In case supervisor / HOD/ HR requires to use mobile . They can take mobiles at mobile zone area . In foundry at entrance & foundry office area. In machine shop near maintenance department or where supervisor seating location only.

Revision No	Revision Date	Revision Details
00	01/05/2015	Initial Release
01	29/11/21	Revised penalties & other guidelines ✓

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