

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

The purpose of this policy is to provide clear guidelines on the use of mobile phones within the workplace to ensure that they do not interfere with work performance, safety or productivity.

2. Scope

This policy applies to all workers of Trident, including full-time, part-time, and fixed-term employees, as well as contractors and temporary workers.

3. General Use

Personal Use: Workers are permitted to use personal mobile phones during breaks and outside working hours. Personal use during working hours should be kept to a minimum to avoid disruption.

Work-Related Use: Workers who need to use mobile phones for work purposes must do so in accordance with their job role and responsibilities. The use of company-provided mobile phones should be restricted to work-related activities unless otherwise specified.

4. Mobile Phones on Company Premises

Non-Disruptive Use: Mobile phones should be used in a manner that does not disrupt the work environment or cause disturbances to colleagues.

Silent Mode: Phones should be set to silent or vibrate mode during meetings, conferences, and in open-plan office areas.

Restricted Areas: Mobile phones should not be used in designated restricted areas where their use may be prohibited on site.

5. Mobile Phone Safety

Driving: Employees must not use their mobile phones while driving or operating machinery. Hands-free devices should be used if necessary, and phone calls should be made or received when safely parked or at appropriate times.

Confidentiality: Employees must ensure that any work-related information or confidential data is not inadvertently shared or disclosed via mobile phone communications.

6. Company-Provided Mobile Phones

Usage: Company-provided mobile phones should be used primarily for business purposes. Personal use should be minimal and in accordance with company guidelines.

Responsibility: Employees are responsible for the care and safe keeping of company-provided mobile phones. Any loss or damage should be reported immediately to the IT department or line manager.

Return: Upon termination of employment or when no longer required for the role, employees must return company-provided mobile phones and accessories in good condition.

7. Policy Compliance

Monitoring: Trident reserves the right to monitor the use of company-provided mobile phones and review communications to ensure compliance with this policy.

Breaches: Failure to adhere to this policy may result in disciplinary action, up to and including termination of employment. Employees will be given an opportunity to explain any breaches before action is taken.

8. Additional Provisions

Policy Review: This policy will be reviewed periodically to ensure it remains relevant and in line with legal requirements. Workers will be notified of any changes to the policy.

Questions: Any questions or concerns regarding this policy should be directed to the HR department.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027