



MOBILE PHONE POLICY

Revised and updated March 2024

SigmaRoc is an AIM-quoted lime and limestone group targeting quarried materials assets in the UK and Northern Europe.

The SigmaRoc mobile phone policy offers general guidelines for using personal and company mobile phones during work hours and company phones in general. The purpose of this policy is to help us all get the most out of the advantages mobile phones, their associated apps and technology offer our company while minimising distractions, accidents, and frustrations that improper mobile phone use can cause.

This policy applies to all permanent and agency employees.

Company Mobile Phone Guidelines:

The Company mobile phones are to be used primarily for business purposes. Any use deemed by the Company to be excessive may be recharged back to you. This is an express written term of your contract of employment. Internet usage on Company mobile phones is subject to the same provisions set out in E-mail and Internet Policy. The Company reserves the right to monitor all communications made on Company mobile phones in order to ensure compliance with our policies and procedures.

Mobile Phone Use Guidelines:

The following are our basic guidelines for mobile phone use during work hours, when performing work-related tasks:

- Do not use a mobile phone when they could pose a security or safety risk
- Do not use a mobile phone when they distract you or others from work tasks
- Do not use a mobile phone when activities or legislation explicitly say they cannot be used
- Do not use a mobile phone while driving, except when using a hand-free kit and for work-related calls only or for satellite navigation purposes if the phone is safely fixed in an appropriate position
- Do not use a mobile phone while operating equipment or machinery
- Do not use mobile phones for personal internet or gaming during work hours
- Do not use mobile phones for harassment, inappropriate or illegal activities
- Do not use work mobile phones for personal tasks
- Do not use mobile phones to record or share confidential information other than for purposes expressly permitted.

We realise mobile phones can be great tools for our employees and acknowledge the use of mobile phones in the following circumstances during work hours:

- For making or receiving work calls in appropriate and safe places and situations
- For other work-related communication, such as text messaging or emailing in appropriate places and situations
- To schedule and keep track of appointments
- To use work related apps that improve and or make working practices more efficient
- To carry out work-related research
- To keep track of work tasks
- To keep track of work contacts

Disciplinary Action:

Improper use of mobile phones may result in disciplinary action and potential termination of employment in the following circumstances:

- Use of mobile phones at inappropriate times or in ways that distract from work may lead to having mobile phone privileges revoked
- Mobile phone usage for illegal or dangerous activities, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.