

قطر ستيل
QATAR STEEL

PROCEDURE

Use of Mobile Phones

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Prepared By:
HSE DEPARTMENT

Issued By:
HSE DEPARTMENT

Procedure	2.32.2.1.15.01
Established	21-Jan-2016
Effective Date	15-Dec-2019
Revision	04

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REVISION HISTORY

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1 INTERNAL CONTROLS

1.1 REVIEW of PROCEDURES

To assure Managements, Shareholders and External agencies confidence in the company's policies & practices, QATAR STEEL Internal Audit may verify compliance with this procedure. [Department Owner] shall review this procedure every three years to ensure that it continues to serve the purpose intended.

1.2 EMPLOYEE RESPONSIBILITIES


All employees of the company are required to observe and abide with this procedure.

1.3 APPROVAL

This procedure and any amendments made thereto; require the following approvals.

AUTHORITY

DATE




Approved By:
Mohammed Nasser Al-Hajri
Managing Director & Chief Executive Officer (MD&CEO)

15/12/2019



Checked By:
Alexander Stramrood
Manager – HSE Department

12-12-19



Drafted by:
Sharful Ain
HSE Engineer – HSE Department

11-DEC-2019

This document has been reviewed by Document Controller. It complies with the requirements of policy 1.12.0.1.01.01 and it is considered ready for issue.

Signed by  Date **11 DEC 2019**

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2. Purpose

The purpose of this procedure is to establish procedures to strengthen the security of Qatar Steel and to comply with Qatar Traffic Standards. This policy applies to, but is not limited to, the use of mobile/cellular phones, smart phones, and any mobile device capable of storing corporate data and connecting to an unmanaged network, hereinafter referred to as "mobile device." Mobile devices can further be defined as having the ability to receive and/or transmit voice, text, data messages and/or Internet usage without a cable connection.

3. Scope

This procedure applies to all QS employees, contractor & sub-contractor personnel. Each contractor shall ensure that its employees follow this procedure as a minimum. This procedure applies to all areas working at QS workplaces including offices.

4. Procedure

Mobile phones are a useful communication tool that can improve the efficiency and increase the productivity of employees. As such they should be used in an efficient, lawful, safe and ethical manner. Employees should not use the mobile phones in a way that could defame, harass, abuse or offend individuals or organizations and are accountable for the appropriate use of their mobile and should abide by this policy.

4.1 Using Mobile Phones Whilst Driving

Employee should not use / answer mobile phone calls whilst driving.

4.2 Safe Use of Mobile Phones

Mobile phones are to be used in a safe manner.

The following guidelines are to be observed at all times.

- a) Employees are expected to use good judgment when engaging in personal calls, sending/receiving text messages, and/or Internet usage on their mobile device during work hours. Excessive personal calls, text messaging, and/or Internet usage during work hours regardless of the phone used can interfere with employee productivity, safety and be distracting to others. Employees may limit to using such devices only on scheduled break periods.
- b) To protect the privacy of the staffs and visitors, all QS employees and contractors are prohibited from using their mobile device as a means to photograph and/or record an

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individual(s) in any form (audio and/or video) without that individual's knowledge and consent.

- c) Prohibition for the use of mobile devices to photograph and/or record confidential information, or information that can cause harm to the company and/or related item.
- d) The Qatar Steel will not be liable for the loss of personal mobile devices brought into the workplace.

❖ Confidentiality

Employees should be aware that other people may overhear conversations made on mobile phones, and take steps to ensure they do not inadvertently breach any of our rules on confidentiality.

4.3 Prohibition of Mobile Phone Usage (Including SMS Text Messaging) In the Following Situations:

- a) Whilst operating equipment's (e.g. Cranes, Forklifts, Man lift, Trucks, slag dumper, Trailer etc.)
- b) Whilst dealing with chemicals.
- c) Whilst using any equipment or machinery (Operating high risk equipment's / Machinery inside the control rooms) to be defined by user departments and making a risk assessment considering the usage of mobile phones (involve participation, consultation and effective communication to all concerned related to using of equipment's).
- d) In all other places where the use of the mobile phone will create additional risk or increase any existing risk after any risk assessment indicates and recommends controls to be implemented related to mobile phones.

4.4 Mobile Phones Prohibited Areas

It is not allowed to be taken in the following areas due to risk of fire explosion – ensure control measures are in place including signage

- a) Inside the fencing at QS Gas Reduction Station and Valve Stations at DR, RM, SMD, LCP and Petrol station.
- b) DR Furnaces, Reformer, Process gas compressor etc.
- c) At fire explosion areas (Gas leaks areas.)

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4.5 Exception In Case Of Emergency Declared By Siren / Alarm System

Effective use of mobile phones for communication during emergency situations is permitted with utmost care so that it should not lead to any harm.

5. Breach of this Procedure

Any breach of this procedure will be treated as a potential disciplinary issue and dealt with through the normal course of disciplinary action procedure.

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