

Cork Scaffolding Mobile Phone Policy

1. Purpose

The purpose of this policy is to ensure the safety of all personnel, maintain productivity, and protect the confidential and secure working environment required by Eli Lilly. Mobile phone use on-site poses safety risks, distractions, and potential breaches of site security and confidentiality.

2. Scope

This policy applies to all Cork Scaffolding employees, subcontractors, and any personnel engaged in work activities at the Eli Lilly site in Dunderrow.

3. Policy Guidelines

- **Mobile phones must be left in the designated cabins** before entering the work site or any Eli Lilly building.
- **Mobile phones are strictly prohibited** in all active work areas, scaffolding zones, and any buildings or internal areas of the Eli Lilly site.
- Use of mobile phones is only permitted **within designated break areas (i.e., cabins)** during allocated break times.
- Personal phone use during work hours outside the designated break periods is not allowed unless in the case of **emergency and with supervisor approval**.

4. Policy Rules

- **Mobile phones are strictly prohibited on site**, including all scaffolding areas, walkways, and buildings.
- **Mobile phones must be left in the designated cabins** before entering the worksite or any building.
- **Mobile phones must not be used while driving**, including on-site vehicles or machinery.
- A **lockable drawer is available** for secure phone storage during the day.
- **Use of personal phones is only permitted during official breaks and only within designated areas (i.e., the cabins).**



5. Emergency Contact Procedure

In case of emergency, if someone needs to reach you during work hours:

- **IE21 Cabin Phone at: 087 709 7841.**

4. Disciplinary Action

Failure to comply with this policy will result in disciplinary action, which may include:

- Verbal or written warnings,
- Removal from site,
- Potential suspension or termination depending on the severity and recurrence of the breach.

5. Enforcement

Site supervisors and safety officers are authorized to enforce this policy. Random checks may be carried out to ensure compliance.

6. Acknowledgment

All personnel must read, understand, and sign acknowledgment of this policy before commencing work on-site.

Signed:

**Pat O Donovan & Karen Mc Evoy
on Behalf of Cork Scaffolding**

