

MICT POLICIES AND PROCEDURES:

USE OF MOBILE PHONES WHILE DRIVING OR OPERATING A MOBILE EQUIPMENT

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Approved by:

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I. BACKGROUND

Mobile phones are an integral part in people's personal and work life. However, with its wide array of advantages comes disadvantages. While there are varying positions on the risks associated with use of mobile phones while driving a vehicle / operating a mobile equipment and while its costs and benefits may be debatable, numerous studies have already shown that there is an increased potential for an accident (due to distraction) if a mobile phone is used while operating a vehicle or mobile equipment, be it used as hand-held or hands-free. There are documented cases of serious injury and property damage incidents resulting from the use of mobile phones while driving or operating a mobile equipment.

II. POLICY STATEMENT (PURPOSE & SCOPE)

This policy is geared towards emphasizing and defining the limits and proper use of a mobile phone while driving a vehicle or operating a mobile equipment that is company-owned and/or leased, within or outside Manila International Container Terminal (MICT) company premises. This shall apply to all drivers and operators (whether ICTSI employee or contracted) and passengers are excluded from this policy. Additional regulatory requirements must also be complied with at all times.

This policy shall cover the following equipment (company owned / contracted):

- Rubber Tyred Gantry (RTG)
- Quay Cranes (QC)
- Side Lifters (SL)
- Reach Stackers (RS) or Super Stackers (SS)
- Forklifts
- Internal Transfer Vehicles (ITV) or Prime Movers (PM)
- Light service vehicles (pick-up vehicles and vans)

- Contractor owned light service vehicles (when operated inside company premises)
- Other vehicles and mobile equipment such as, but not limited to dump trucks, mobile cranes, Skid Loader, Pay Loader, backhoe, bulldozers and other earth moving equipment.

Excluded from this policy are the following vehicles and mobile equipment: Fire trucks, ambulance, rescue and other vehicles conducting emergency response. The following communication devices are likewise excluded and are permitted for use: Two-way handheld radio and I-Pad assigned on cranes for terminal operations purposes.

Employee's non-compliance to these requirements shall be subject to disciplinary action in accordance with the **Disciplinary Code for HSE Violations**, which ranges from written reprimand or stern warning for first time offense to suspension without pay or dismissal from employment for recurring similar offenses.

III. MINIMUM REQUIREMENTS

1. The use of mobile phones and text messaging devices while driving and/or operating a mobile equipment is prohibited. This includes receiving of incoming calls. Mobile phones may be left on while driving to alert drivers of an incoming call, however, calls should not be answered. Drivers / Operators should stop their vehicle / mobile equipment in a safe location, and away from traffic to retrieve messages and receive or return calls.
2. Note that mobile phone use is not the only factor that can increase the safety risk of operating a motor vehicle and/or operating a mobile equipment. Drivers / Operators are also discouraged from other forms of "multi-tasking" (e.g. eating, reading, taking notes), as these all impair one's ability to drive a vehicle and/or operate a mobile equipment safely.

DO	DO NOT
1. DO stop in a designated safe area to answer a call, write emails or write and read text messages.	1. DO NOT drive or operate a mobile equipment while using a mobile phone for call, text messaging, email or internet.
2. DO call the attention of any employee who is using a mobile phone / any unauthorized communication device while driving or operating a mobile equipment, if it is safe to do so.	2. DO NOT drive a vehicle or operate a mobile equipment while using any form of earphones.
3. DO include in your toolbox talks the importance of this policy and its impact to employee's safety.	3. DO NOT play video games or entertainment videos on mobile phones while operating a company vehicle or mobile equipment.

IV. FREQUENTLY ASKED QUESTIONS (FAQs)

To help address questions that may arise from this policy issuance, attached as Annex A is a summary of Frequently Asked Questions (FAQs).

ANNEX A (Policy on the Use of Mobile Phones while Driving or Operating a Mobile Equipment)

FREQUENTLY ASKED QUESTIONS (FAQs)

1. What is this policy?

This policy prohibits ICTSI employees and contractors from using any mobile phone while driving or operating a company owned / leased (within or outside company premises) or contractor operated vehicle / mobile equipment (within MICT company premises). If your phone rings while you're driving or you need to make a call, first find a safe place to park your vehicle/mobile equipment and then take or make the call.

2. Who are covered by this policy?

All ICTSI employees and contractors that are driving or operating a company owned / leased vehicle / mobile equipment (within or outside company premises) or contractors operating their own vehicles inside company premises.

3. Is there an exception to this policy?

Yes. This policy excludes emergency vehicles such as ambulance, fire trucks, rescue and other vehicles conducting emergency response.

4. What vehicles and equipment are covered by this policy?

All company owned or leased vehicles / mobile equipment (operated within and outside company premises) and authorized privately-owned vehicles (operated within the company premises).

5. Can I use headphones/headsets while driving to receive calls?

No. Use of headphones/headsets are strictly prohibited.

6. Can I use hands free mobile phone accessories to answer or make a call?

No. Hands free *is not* totally hands free. There will still be the use of hands, a distraction while driving or operating mobile equipment, thus increases the risk of accidents.

7. Can I use loud-speaker mode to answer and talk while driving or operating a mobile equipment?

No. Answering and setting to loud-speaker mode still creates distraction as well.

8. Can I ask my passenger to operate my mobile phone to call or compose emails and messages?

No. This still creates distraction to the driver, especially while giving instructions to a passenger who has little to no knowledge on how to operate your mobile phone.

9. Can I use my mobile phone while in a vehicle when I am a passenger?

Yes, provided that you are within the vehicle while using the mobile phone.

10. If I am just a passenger can I use a headset?

It is being strongly discouraged. In case of any emergency, all personnel within company premises must be able to hear emergency sirens or announcements.

11. Do I have to turn off my mobile phone while driving / operating a mobile equipment?

No. Turning of mobile phones is not necessary unless dictated otherwise per site condition such as, but not limited to, risk for ignition of flammable or explosive materials (i.e. dangerous goods stored in the terminal).

12. Can I use mobile phones during emergency cases?

Yes, provided that you are in a safe place and condition.

13. While driving a privately owned or leased vehicle does this policy still apply?

Yes. This policy applies when driving a privately-owned vehicle within MICT premises. Our aim is to make sure that everyone goes home safe and free from injuries.

14. Where is the safe area to park and be able to answer calls or compose text message and emails?

At designated lay-by areas or any safe areas on which one can park, with hazard blinkers, without obstructing traffic flow.

15. Who can report any violation to this policy?

Anyone can report a violation of this policy to HSE, HR and/or to their immediate line supervisors / managers.

16. What if I choose to use my mobile phone while driving because I am in a hurry and production could be affected?

No amount of increased business productivity is worth the heightened risk of injury or death incurred by using a mobile phone while driving a vehicle / operating a mobile equipment. This policy was developed because even one motor vehicle accident attributed to mobile phone use would be one too many. Also, this policy shall be enforced to employees thru appropriate sanctions in accordance with the **MICT Disciplinary Code for HSE Violations**.