

MOBILE PHONE POLICY

This Mobile Phone Policy (**Policy**) applies to all employees, directors, officers and personnel (**Employees**) of ARA Group Limited ABN 47 074 886 561 and its related corporate entities (collectively **ARA Group**). This Policy governs the use of mobile phones during ordinary working hours.

1 Use of ARA Group devices

ARA Group owned mobile phone devices distributed to Employees for use in the course of employment are not to be used by any other persons other than the Employee to whom the mobile phone was assigned to, except in emergency situations.

2 Personal mobile phones

ARA Group respects that Employees may need to access and use their personal mobile phones on occasion throughout ordinary working hours. Notwithstanding this, Employees must keep their use of personal mobile phone devices to a minimum while at work.

3 Mobile phone use generally

The following rules apply with respect to mobile phones regardless of whether the device is for personal or business use:

- (a) when attending meetings, seminars, training sessions and similar events, mobile phones are to be turned off or placed on silent or flight mode;
- (b) the rules for use of mobile phones applicable at the premises or site of a client or customer apply when Employees attend such locations;
- (c) where Employees operate machinery, plant or equipment, or otherwise undertake activities that could cause injury, the use and operation of mobile phones is strictly prohibited;
- (d) while driving ARA Group company vehicles, Employees are not to use mobile phones, and while 'hands free' communication is permissible by law, ARA Group does not encourage hands free communications by reason of the distracting nature of such; and
- (e) where Employees are exposed to petroleum-based vapours or fuels (such as when refuelling vehicles) or in reasonable proximity of such vapours or fuels, mobile phone use and operation is strictly prohibited.

4 No liability

ARA Group does not take any responsibility for the damage to or loss of personal mobile phones that are damaged, stolen or lost from the place of work of its Employees.



Edward Federman
Chief Executive Officer

12 December 2023

Date