Mobile Electronic Device Standard

Safety, Health and Sustainability

Group Procedure

QH-SHE-ST-018

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1. Introduction

Our Values

Qube Holdings Limited and its subsidiaries (**Qube**) is committed to our Values of:

- Integrity;
- Reliability; and
- Inclusion.

Be Safe

Safety and wellbeing are a constant focus of Qube. Our commitment to one another is to always put safety first and to 'Be Safe' in every aspect our work and interactions. This means being fit and ready for work, knowing correct procedures and understanding the hazards inherent in our operations and the steps we can take to mitigate them.

It also means being willing to call out safety issues or unsafe behaviours and respectfully listening to others to protect our own safety and wellbeing as well as that of our colleagues.

2. Scope

This Standard applies to both personal and company owned mobile electronic devices. This Standard represents a minimum requirement and applies to employees of Qube as well as third party and contracted workers, including labour hire, during work operations on or off site, including when operating Qube equipment or vehicles.

3. Purpose

A mobile electronic device includes a computing device or associated hardware small enough to hold and operate in the hand or be worn, including but not limited to smartphones, mobile phones, tablets (including iPads), iPods, AirPods or EarPods, headphones, electronic games, smart glasses and smart watches (including an Apple Watch).

The purpose of this Standard is to ensure that workers are aware of their responsibilities when using such devices, whether personal or provided by Qube.

Qube is committed to providing a safe, healthy and compliant workplace. The purpose of this Standard is to provide clear requirements on the use of mobile electronic devices. Qube will enable authorised use of mobile electronic devices including use of mobile phones by Management in accordance with the requirements in this Standard.

This Standard is to be read and applied in conjunction with all applicable road safety and transport legislation in the relevant State or Territory, which take precedence to the extent of any inconsistency with this Standard.

4. Definitions

For the purposes of this Standard

Heavy Vehicle	means any vehicle or item of mobile plant used in operations, including but not limited to trucks, locomotives, lifting equipment of any kind, cranes, excavators, forestry harvesting equipment, warehouse forklifts, container forklifts
Light Vehicle	means any passenger vehicle or light commercial vehicles including, cars, utilities and vans.
Worker	means any employee of Qube, as well as third-party and contracted workers, including labour hire workers.

5. Risk Awareness

There is overwhelming evidence that using a mobile electronic device while operating equipment, fixed plant, mobile plant or vehicles is an unsafe practice that seriously affects the ability to control equipment or vehicles. Mobile device usage introduces significant risks and distraction when walking or working and can lead to collisions with vehicles or, for pedestrians, being struck by a vehicle.

Using mobile electronic devices while operating (or working near) mobile or high-risk plant can cause distraction, which can affect reaction times and awareness of surroundings resulting in unnecessary risk to safety.

These risks are heightened in Qube's operational environments (including ports, rail corridors and logistics yards), where there is frequent interaction with moving vehicles and heavy plant, limited visibility due to blind spots, high noise levels, and constantly changing site conditions, all of which increase the consequences of distraction.

In order to mitigate against this increased risk, workers are required to familiarise themselves with and comply with the standards set out in section 6 below.



6. Standards

- This Standard applies to all working areas including but not limited to while operating, working on, or working near mobile or high-risk plant (including full and empty container forklifts), mobile cranes, combi-lifts, vessels, locomotives, workshops and operational areas.
- Workers must not engage in activities, including the use of mobile electronic devices, that may distract them from performing their duties or impact the safety of others. The possession and personal use of mobile phones and/or any other electronic devices (including playing games, using headphones of any kind, watching videos or using a 'smart device' such as a smart watch) in working areas or whilst operating trucks, vehicles, on vessels or other mobile plant and equipment is not authorised and strictly forbidden, unless approved by site management.
- When using mobile electronic devices in the performance of duties, workers should exercise caution and ensure that they are always aware of their surroundings.
- Where applicable, mobile electronic devices may only be used in designated safe areas, as determined by site management. These areas must be clearly separated from operational activities and free from interaction with moving plant or equipment.
- Workers must not make any private calls in operational areas during working hours. Private calls must be taken during breaks only in designated non-operational areas.
- If prior approval is given by their manager, emergency calls may be taken; however, employees must first move to a safe location away from operational areas and activities.
- Workers must not use cameras or camera-enabled devices in operational areas or in any Qube assets (including locomotives, heavy vehicles, cranes, vessels etc) unless authorised by site management and/ or Site Controllers or permitted by law). Authorisation may be given, for example, to capture hazards or incidents, provided that this is done safety (e.g. when the equipment is stationary and the worker is in a safe location).
- Workers must not use mobile electronic devices to record any conversations or capture audio, image or video content either between employees, workers or third parties or of any employees, workers or third parties, without the authorisation of site management and/or in accordance with the law. Such conduct may constitute inappropriate conduct under the Qube Workplace Behaviour Policy. This includes the use of smart glasses in any office or workplace.
- The use of wearable technology (including smart watches or Bluetooth-enabled devices) must not create a distraction or reduce situational awareness. The use of such devices for communication, notifications or media in operational areas is not permitted unless authorised.
- The use of wearable technology such as smart glasses must not be used in any Qube workplace. Smart glasses that have capacity to record audio or visual are not permitted.

- The use of hands-free or voice-activated mobile electronic device functions (including Siri, Google Assistant, Bluetooth or in-vehicle systems) while operating vehicles or equipment is recognised as a potential source of distraction and is not encouraged. Where such use is necessary, it must be limited to essential work related or safety critical communication only, kept as brief as practicable and avoided in high-risk situations, even where it is otherwise legally permitted.

7. Responsibility of Workers

While operating a heavy vehicle, whether on company business either on Qube sites, public roads or at third-party sites, the use of a hand-held mobile phone is not permitted under any circumstances. Such use may constitute a breach of the relevant road traffic laws and employees must comply with all road safety laws. Such behaviour may be considered serious misconduct and may result in the termination of employment. Any incident, near miss, or unsafe situation involving the use (or suspected use) of a mobile electronic device must be reported in accordance with Qube's incident reporting procedure.

The driver of a non-heavy vehicle (e.g. a light commercial vehicle or car) must not use a mobile phone, or any other electronic device, while the vehicle is moving, or is stationary but not parked, unless:

- The device is being used to make or receive a phone call (other than a text message, video message, email or similar communication) and the device is secured in a mounting affixed to the vehicle; or
- is not secured in a mounting affixed to the vehicle, is not being held by the driver, and its use does not require the driver, at any time while using it, to press, touch or otherwise manipulate any part of the device.

- For the purposes of this requirement, a mobile phone or any other electronic device is secured in a mounting affixed to the vehicle if, and only if:
  - The mounting is commercially designed and manufactured for that purpose; and
  - The mobile phone is secured in the mounting, and the mounting is affixed to the vehicle, in the manner intended by the manufacturer.

For the avoidance of doubt, the use of MT Data systems, hands-free devices or voice-activated technology does not remove the driver's responsibility to maintain full attention and control of the vehicle at all times. Any activity that causes distraction must be avoided if it impacts safe operation.

Workers will be personally and fully responsible for the consequences (including payment of fines) of any such breaches which can place yourself, other workers or employees, the company and members of the public at risk.

The following must be observed when making permitted calls while on the road:

- pull over to safe position if you need to make any work-related telephone calls (you must be stationary with the engine turned off);

- if using a hands-free device to make or receive any telephone calls in compliance with current laws, the telephone calls should be kept short and where possible arrangements should be made to continue the telephone call when the driver is parked safely and legally;
- aim to keep individual telephone calls as brief as possible and avoid un-necessary telephone calls; and
- avoid driving while having stressful discussions or debates.

Workers must also be aware of their responsibilities when using Qube-issued mobile electronic devices to fulfil their duties. All Workers are expected to use the device in an appropriate, acceptable and lawful manner by:

- exercising reasonable judgement and responsibility in limiting any personal use of mobile electronic devices and refraining from any inappropriate use;
- taking reasonable steps to prevent damage or loss to a Qube owned mobile electronic device;
- communicating in a professional manner that does not compromise Qube's business, reputation, its employees or brand in any way;
- protecting company information and data stored on the mobile electronic device through not allowing another person to access or use the device and ensuring adequate security settings are engaged which must include at a minimum a passcode. This information can also include individuals' personal information, disclosure of which could constitute a breach of applicable privacy laws;
- being responsible for the safekeeping, proper use, condition and return of the device to Qube (including on termination and during the employment/engagement upon request);
- reporting any damage or fault and being responsible for the cost of repair or replacement where this is directly caused by the wilful damage or negligence of the worker;
- being accessible on a mobile phone where a mobile phone has been allocated. There may be times where Qube will reasonably require workers to respond to emails/ phone calls outside of the workers ordinary hours. In those circumstances, workers issued a Qube mobile device are expected to be contactable, unless it is unreasonable for them to do so;
- being aware of and complying with data limits by not excessively downloading non-worked related content;
- not viewing, downloading or showing illegal, offensive or inappropriate content or materials;
- not using unsecured applications, unauthorised software or personal cloud storage services to store, transmit or access Qube-related information;
- protecting company information and data stored on the mobile electronic device through not allowing another person to access or use the device and ensuring adequate security settings are engaged which must include at a minimum a passcode; and
- handling all company data in a secure manner and in accordance with applicable privacy laws and Qube policies, including ensuring that sensitive or confidential information is not improperly accessed, shared or disclosed.

8. Consequences of breach to this Standard

Acceptable use of a mobile electronic devices remains the ultimate responsibility of individual users. Any misuse may constitute a breach of this Standard and applicable laws and regulations. Workers found to be using a mobile electronic device against this Standard or in an otherwise unacceptable manner will be subject to disciplinary procedures up to and including termination of employment.

9. Related Documents and References

- Qube Statement of Values
- Qube Workplace Behaviour Policy
- Qube Social Media Policy
- Qube Code of Conduct and Ethics
- Qube Safety, Health & Sustainability Policy
- Qube Work Related Vehicle Standard
- Qube Privacy Policy

10. Version Control

Version	Changes from previous version	Date
V2.0	– Periodic review – Change to document number to reflect updated numbering system – Change to document layout to align with approved template	09/04/2026
V3.0	– Review of document to include emerging technology (smart glasses)	23/10/2026