

## Mobile phone policy

Private use of mobile phones during working hours is rarely accepted by any employer. The mobile phone is a tool that will not be used less in the future; it provides significant opportunities for communication and serves as an important aid. Modul does not wish to ban private use, but a framework to adhere to is appropriate.

We do not want distractions and stress to affect work. We want to reduce deviations, grow through learning, and continually change and improve our working environment. We move forward with an open mind, ensuring no accidents occur, and we achieve our goals.

Using mobile phones for work purposes is sometimes necessary. We calculate, we can measure our health and activity levels, and listening to music or an audiobook can increase motivation when the work is monotonous. We are also reachable when needed. Each of us carries the responsibility to handle personal matters during working hours with great care.

We can agree that it is unacceptable for mobile phone use to disrupt work. Unhealthy use may be associated with risks of accidents and reduced quality if I lose focus on my tasks. We need to be attentive to one another, and it is acceptable to ask a colleague to put away their phone if its use interferes with work.

- It is always acceptable to use your phone for work-related purposes.
- It is acceptable to answer important calls.
- It is always acceptable to use your mobile phone during breaks.
- If you need to step away for a call, the supervisor should be informed, and the call should be taken in another room.
- Listening to music/audiobooks/podcasts is acceptable as long as it does not affect the quality of my work, create risks (quality or safety), disturb my colleagues, or reduce my ability to meet my daily work targets.

Our loyalty is strong, and everyone's contribution toward achieving the organization's goals counts. Our owners provide a generous workplace where we are given the opportunity to try things out.