



*East Midlands Recruitment Ltd* is committed to reducing the risks which our employees face and create when driving or riding for work.

- Employees with a hands-free kit installed in their car should ensure that their use is kept to a minimum whilst driving. You must only take calls whilst driving if it is safe to do so, and you remain in proper control of your vehicle. If circumstances change during the call, you must end the call without delay. You should call back once you have stopped in a safe place and switched off the engine.

**Managers must:**

- Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a hand-held mobile phone while driving.

**Line Managers must ensure:**

1. Lead by personal example
2. Employees understand their responsibilities not to use a hand-held mobile phone while driving
3. Employees switch phones to voicemail, or switch them off, while driving, or ask a colleague who is a passenger to use the phone
4. Employees plan journeys to include rest stops which also provide opportunities to check messages and return calls
5. Work practices do not pressurise employees to use a mobile phone while driving.

**Employees who drive for work must:**

1. Never use a hand-held phone while driving
2. Plan journeys so they include rest stops when messages can be checked and calls returned
3. Ensure their phone is switched off and can take messages while they are driving, or allow a colleague who is a passenger to use the phone

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