Cy

1. Introduction

This policy applies to mobile phor private mobile phones while emp

2. Work mobile phones

Work mobile phones are provided the requirements of the job. Work supplied for their use remain the returned to the Company on dem

[Work mobile phones may be use employee's expense and employ Employees will be required to pay deduct the sum owed from the er

OR

[The Company will provide empl the Company's business. This is during working hours. Whilst the concerning employees' domestic personal calls is prohibited.]

OR

Work mobile phones may not be

The Company receives an itemis mobile phone service provider. To length of calls, the cost of calls are

Mobile phones issued to an indivithe authority of the Company.

Employees must take responsibil be left in a visible place, for exam of a personal identification number work mobile phone should be rep a work mobile phone is broken or Office Manager>> for repair or re

pany and also to the use of

Company taking into account equipment/accessories at all times and must be last day of employment.

rsonal calls will be at the sed bill for their personal calls. any or the Company may

one for use in connection with for work-related phone calls sential personal phone calls re use of the mobile phone for

h the mobile phone from the the number of calls, the

rred to another person without

bile phone. Phones must not r. For added security, the use . Loss of, or damage to, a e.g. the Office Manager>>. If o <<insert job title e.g. the y will be responsible for the cost of repair or replacement unle misuse by the employee. In these reimburse the repair/replacemen

3. Use during working hours

[Mobile phones may be used only

OR

[Mobile phones may be used for must be kept to a minimum, be rework or that of their colleagues].

OR

[Mobile phones may be used for emergency.]

4. Telephone etiquette

Employees should be considerate turned off when their use could be sessions.

Employees should observe any remobile phones, including request

5. Driving

Some employees are required to their job duties. Using a mobile pl increases the likelihood of an acc avoid distractions. Consequently, until employees have reached the

Drivers should be aware that ans messages or faxes, and accessin to driving without care and attenti

It is a criminal offence to use a hat held mobile phones by employee

6. Hands-free mobile phones

If employees are required to tra Company will also provide emplo accompany the mobile phone sur he damage was as a result of cloyee will be asked to

luring working hours.]

vorking hours, but such use interfere with employees'

vorking hours in the case of an

ile phones. Phones should be during meetings and training

her organisations on the use of

pany's business as part of es concentration and centrate on their driving and ones should be switched off opped in a safe place.

none calls, sending text distractions and could amount

hile driving. The use of handd only in an emergency.

cle as part of their duties, the ands-free mobile equipment to es choose to use their own

mobile phone in these circumstar appropriate hands-free equipmer

7. Breach of policy

Breach of this policy will be treate

If employees have been issued w of the policy could result in the m being taken.

This policy has been approved &

Name: <<Insert

Position: <<Insert

Date: <<Date>

Signature:

S

nust ensure they have the

ging to the Company, breach awn or disciplinary action

esources Manager>>

