

MOBILE PHONE - ACCEPTABLE PERSONAL USE POLICY

Title: Mobile Phone - Acceptable Personal Use Policy

Abstract: This policy details the responsibilities regarding the personal use of company mobile phones.

Author: [Author Name]

Business Approval: [Approver Name]

Date Issued: [Date Issued]

AMENDMENT RECORD

Issue Number	Date Issued	Description and Author
001		Original Issue

Mobile Phone - Acceptable Personal Use Policy

General statement

The Company has introduced this mobile phone acceptable use policy (note that it applies to any portable electronic device capable of making and receiving telephone calls). Used inappropriately, mobile phones have the potential to be used excessively and noisily and possibly, cause harassment and disruption to other employees and visitors. Anyone found using a mobile phone in breach of the terms of this policy or in an otherwise inappropriate way, will be subject to the Company's disciplinary procedure, which may result in dismissal.

Acceptable use

Not only does excessive time engaged on personal telephone calls lead to loss of productivity, it also constitutes an unauthorised use of the Company's time and money.

Whilst it is accepted that the making and receiving of essential personal calls is sometimes necessary, excessive use of the mobile phone for personal calls is prohibited. Also prohibited are lengthy calls, casual chats, text messaging, e-mailing and calls to premium rate numbers. Using the phone to capture images (whether moving or still) at work or on a customer site, i.e. as a camera, is prohibited at all times unless required as part of your employment. The ring tone on all mobile phones should be set to vibrate/notify. Text message and other notification sounds should also be turned off. You may not use your mobile phone to surf the Internet or send e-mails (if it is so enabled) at any time during working hours.

Personal telephone calls should be timed so as to cause minimum disruption to the employee's work and should, as a general rule, only be made during breaks except in the case of a genuine emergency.

If you drive on Company business you should also be aware of the Company's policy on using mobile phones whilst driving.