

## **Mobile Phone Policy**

### Introduction

The purpose of this policy is to outline what the Company considers to be acceptable and unacceptable use of mobile phones at work.

Mobile phones can be both disruptive (in terms of productivity and concentration levels) and dangerous (from a health and safety point of view). Mobile phone use in the workplace can also risk breaches of confidentiality.

This policy is linked with the Company's Health and Safety Policy. We, as an employer, have a duty to ensure that the working environment is safe and that safe policies and practices are adopted.

This policy will apply differently to individual members of staff and what is acceptable will depend on the type of work being undertaken and the working environment. We expect all employees to adopt a common-sense approach in this regard.

### Scope of policy

All references to "mobile phones" in this policy include any personal mobile phone or electronic device capable of remote communication, such as a smart phone or a Personal Digital Assistant.

This policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text (or picture) messages, emails and instant messages.

The "use" of a mobile phone also includes accessing the internet, for any purpose, on a mobile phone.

For the avoidance of doubt, employees are prohibited from using mobiles phones to access social media sites during the working day.

## Use of mobile phones at work

### Drivers

Drivers are strictly prohibited from using personal mobile phones during the working day.

Mobile phones can be used during breaks and lunch time periods, provided it is safe and reasonable to do so.

### Mobile phones and driving

It is against the law to use a hand-held mobile phone when driving.

Employees are strictly prohibited from using a hand-held mobile phone at any time when driving, or in charge of, a Company vehicle.

If an employee is caught by the police using a hand-held mobile phone or similar device whilst driving the individual can expect to get an automatic fixed penalty notice. This will result in three penalty points and a fine of £60.

If the case goes to court the individual will also face disqualification from driving on top of a maximum fine of £1,000.

The Company will not be responsible for any civil or criminal liability resulting from an employee being caught using a mobile phone whilst driving.

It is not illegal to use a hands-free mobile phone or a sat-nav (satellite navigation system) however they can be a distraction. Employees are discouraged from using these devices.

The Company applies zero-tolerance in this area and any instances of using a mobile phone whilst driving will be treated as a serious breach of health and safety and dealt with accordingly.

Employees are only allowed to answer or to make calls if they are using an appropriate hands-free kit, and it is safe and reasonable for them to do so.

### Office staff

Office staff should refrain from keeping their mobile phones on their desks. If you choose to bring your mobile phone into work (which is not encouraged) it should be stored in a safe and private location i.e. a handbag or coat.

The use of a mobile telephone in the office areas of the Company premises is acceptable for business-related calls.

Personal calls are also allowed, but should be kept to an acceptable level and not affect your work or that of your team.

### Camera phones

The majority of mobile phones now have a built-in camera (with video functionality).

Employees are strictly prohibited from taking any photos (or videoing) at any time during the working day. This applies equally to all staff.

### Liability for loss or damage

The risk of losing or causing damage to a mobile phone is much greater at work. If the individual employee chooses to bring their mobile phone into work (which is not encouraged) it should be stored in a safe and private location.

The Company will not accept any responsibility or liability for a mobile phone which is lost, stolen or damaged on Company premises or during work time.

Employees who choose to bring their mobile phones to work do so at entirely their own risk.

### Confidentiality

All employees owe the Company a duty of confidentiality. Employees should not reveal or disclose any confidential information about the Company, its business or operations.

An employee using a mobile phone at work may inadvertently risk breaching their duty of confidentiality. For example, by sending a photo which reveals the location of a specific job or contract.

All employees should be mindful of their duty of confidentiality at all times – particularly when using mobile phones or accessing the internet in the workplace (during breaks and lunch time periods).

### Breaches of this policy

The Company will treat potential breaches of this policy very seriously.

Any employee found to be in breach of this policy will be subject to disciplinary action under the disciplinary policy.

Breaches relating to driving and confidentiality will be treated as a gross misconduct offence.