

MOBILE PHONE POLICY

1. Personal Mobile Phones

1.1 Mobile phones can be disruptive and therefore the Company are introducing a policy to prohibit the use of phones for personal reason (i.e. non-work related) during working hours.

1.2 No Company employee may at any time or under any circumstances respond or answer any mobile phone, bleep or pager whilst on shift. Mobile phones must be turned off during working hours and may only be used at break and meal times.

1.3 If a member of staff needs to be contacted in an emergency, communication must be made through the office. The telephone number to be given to next of kin is the main office telephone number.

1.4 Should you require your mobile phone to be turned on during work time you must obtain express permission from a, Director.

1.5 Staff should not download personnel social media accounts to the Company phone. In the event a member of Staff uses the Company phone in this regard the Company reserves the right to access and monitor the contents as in accordance with contracts of employment any data or documents stored on the Company phone belongs to the Company.

1.6 Failure to comply with this procedure may result in disciplinary action.

2. Company Mobile Phones

2.1 The Company endeavours to make available equipment required for staff to carry out their role effectively. This policy lays down criteria about who can have a mobile phone, how they are approved and managed.

2.2 The policy covers all staff who have access to a company mobile phone.

2.3 The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003 re: use of mobile phones in cars applies to this policy.

2.4 The following staff shall be entitled to a company mobile phone that will also allow access to the company outlook system, including mail and calendar:

A: Staff whose role by its nature causes them to be away from the company premises for significant amounts of time (on average 3 days a week) and where they need to stay in touch with the company or external contacts. e.g. external sales staff.

2.5 The following staff will be entitled to access a company pool phone, which may be pay as you go or a contract phone:

B: Staff whose role requires them to be away from company premises and where they need to stay in touch with company or external contacts on an occasional basis. e.g. Service Staff

2.6 For category 'A' a business case shall be submitted to the Directors explaining how the applicant meets the criteria. All new phones shall be ordered by the Purchase Department.

2.7 For category 'B' use a number of phones will be kept by the Service Departments, depending on demand.

2.8 Costs incurred from the usage of phone data services for non-business purposes should be deducted from the private call allowance. Phone data services include, but are not limited to, Short Message Services (SMS), Multimedia Messaging Services (MMS), e-mail and internet.

2.9 Staff borrowing a pool phone shall use them only for business purposes. Usage shall be monitored by the Finance Department holding the phone.

2.10 Staff are reminded that it is their responsibility to ensure they comply with the law on the use of mobile phones in cars.

2.11 Use of Phones Outside of the UK

2.12 Staff travelling outside of the UK are not allowed the use of company phone grade A or B.

2.13 The Senior Management Team shall monitor the policy having regard to the cost of administering the policy.