

Company Mobile Phone Policy

Purpose

This policy applies to anyone who will be obtaining a company issued mobile device or who is currently using a company issued mobile device. The mobile device is primarily a business tool and its use must comply with all requirements of the policy as outlined below as well as any additional applicable policies and procedures.

Below is the policy regarding how to use your company mobile telephone during working hours.

- Only work related calls should be made using your company mobile phone unless you have permission from your line manager. Personal calls should not be received on company mobile phones during working hours, unless in an emergency.
- If a personal call is received on a company mobile phone during working hours and you do not have permission from your line manager to take the call then the caller should be told that you are unable to take the call.
- Unauthorised or inappropriate/ extensive use of mobile phones, whether via minutes, text or data (either personal or company mobile phones) will constitute as a breach of company policies and may lead to either informal or formal action being taken and cost of the unauthorised or inappropriate / extensive use to be deducted from the employee's wages.
- Using the SMS, WhatsApp or any other messaging service or making calls on your company mobile phone for personal use during is not permitted at any time.
- Use of company mobile phone device for surfing the internet, downloading or streaming non work related information is not permitted at any time.
- The only conditions that you should use the SMS, WhatsApp, other messaging service on your company mobile phone during working hours are;
 - 1 If you need to contact another colleague who is not in the office regarding a work related matter,
 - 2 If you need to get in contact with a cleaner or a security officer and they are not answering your telephone calls,
 - 3 If you need to provide a cleaner or a security officer with written details of a site they will be working at or inform them of any shifts,
 - 4 If you need to speak to a cleaner or a security officer but cannot easily communicate the information needed due to language barriers,
 - 5 If you need to arrange a meeting,
 - 6 If this communication is work related only,
 - 7 If it is part of your job role (such as store detectives who have been given mobile phone devices for such purpose).
- Calls outside of working hours on a company mobile phone should be kept to a bare minimum, for work related purpose only, unless otherwise agreed by your department manager.

Mobile phones whilst driving

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. It is against the law to use a hand-held mobile phone when driving. The Company will not be responsible for any civil or criminal liability resulting from an employee being caught using a mobile phone whilst driving. 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.

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 unless permitted by their line manager/manager and required as part of the role. This applies equally to all staff.

Confidentiality

All employees owe the Company a duty of confidentiality and are required to follow the Confidentiality Agreement that's in each employee's personal documentation also. Lost or stolen company mobile phone device must be immediately reported you their line manager and HR.

Liability

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 and employees who have a company property given to them will be fully responsible for the cost of replacing lost, stolen or damaged mobile phone devices.

Non Company Mobile Phone Devices

All staff should refrain from using or keeping their personal mobile phones on their desks or on them during working hours. Use of mobile phone is only permitted during allocated breaks. If you choose to bring your mobile phone into work it should be stored in a safe and private location i.e. a handbag or coat, locker, etc. Personal calls or messages during working hours are allowed only for emergency reasons with a direct permission from your line manager or manager on site.

Policy Review and Assessment

Failure to adhere to the Company Mobile Phone Policy Agreement may result in disciplinary action being taken against you. Should anyone have any queries regarding the policies above please see the HR department.

This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO
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