

Mobile Phone and Office Telephones Policy

Purpose

This policy outlines your responsibilities in respect of Company mobile and office telephones and the rules relating to personal mobile phones at work.

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.

This policy also outlines your responsibilities in respect of office telephones and the rules relating to personal mobile phones at work.

Your entitlement and responsibilities

Provision and use of equipment

If the Company provides you with a mobile phone or use of a landline for business purposes, the Company will meet the rental and standard costs in respect of business calls. You must ensure that the mobile phone and accessories are kept in good condition at all times and that your mobile phone is charged and available for use during working hours.

You must observe any site-specific restrictions imposed by other organisations regarding the use of mobile phones, including requests to keep mobile phones turned off or to be stored in a separate location.

Company mobile phones, company or client telephones and any other devices that could be used to access the internet or make calls must only be used for a business related purposes.

Set out below are details of what the Company considers unacceptable usage of Company phones/mobiles/ data. This list is not exhaustive. Unacceptable usage includes:

- carrying out any work which is not on the Company's behalf, without prior authorisation;
- contacting recruitment agencies or logging into recruitment applications or websites (unless work related);
- contacting other employers with a view to seeking employment;
- engaging in gambling;
- accessing any type of inappropriate, rude, offensive, etc websites or applications;
- the purchase or sale of goods, unless you have been authorised prior in writing by a member of senior management;
- browsing or "surfing" online during working hours;
- use the mobile phone data where secure wi-fi is available;
- communicating for any periods of time for personal purposes; or
- communicating confidential information outside the organisation unless specifically authorised to do so.

Company mobile phones must not be used to download or interact with any non-work related applications or websites. If social media apps are required as part of your role within the Company then their use may be permitted with a prior written approval by a senior line manager.

Inappropriate use

The majority of mobile phones now have a built-in camera (with video functionality). You are strictly prohibited from taking any photos (or videoing) at any time during the working day unless permitted by your line manager/manager and required as part of the role.

The content of text messages and voicemail must comply with the standards required of any other form of written or verbal communication and be consistent with accepted conventions and practice. No confidential or sensitive data may be sent through any messaging service.

Abuse of the text or voice messaging facility may result in disciplinary action. The sending and/or receiving of any material which is, in the opinion of the Company inappropriate i.e. defamatory; offensive or obscene; untrue or malicious; may constitute gross misconduct and result in summary dismissal. If you receive an inappropriate text or voice message, you must notify your line manager immediately.

Use of Company mobile phone device for surfing the internet, downloading or streaming non work related information is not permitted at any time. The Company monitors the use of its mobile and Company telephones in compliance with the Monitoring Policy. Company mobile or office telephones may not be used for personal calls unless specified otherwise in your Contract of Employment.

The Company reserves the right to deduct from your pay the cost of any personal use or alternative arrangements may be agreed to repay these costs.

Personal mobile phones

Unless otherwise instructed, personal mobile telephones must be switched off or switched to silent mode at all times during normal working hours. Personal calls and text messages should be made during your normal break times only. However, in the case of an emergency, you should speak with your manager about making or receiving personal calls.

Staff must not use their personal mobile phones to process Interr or our client's data or any other confidential company information unless authorised to do so by their line manager, and as approved by the ISO or CEO.

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

Loss or damage

Your Company mobile phone is your responsibility. You must take all reasonable precautions to ensure that your mobile phone is not stolen, lost or damaged. Do not leave your mobile phone in a visible place such as in an unattended vehicle. Where possible you must set up a personal identification number (PIN) or biometrics to prevent any unauthorised person from accessing or using your phone.

In the event that your Company mobile phone is stolen, lost or damaged you must contact your manager immediately. If loss or damage is caused to your Company mobile phone as a result of your negligence, you may be charged for the cost of the repair or for a replacement phone. You may be required to reimburse the Company for the associated costs or the Company may deduct the sum owed directly from your pay.

Confidentiality

The use of mobile phones in the workplace may threaten a violation of privacy rights, where phones are utilised for non-work-related activities such as taking photographs or videos for personal purpose and/or sharing on social media. An employee could unintentionally violate another employee's privacy rights under the General Data Protection Regulations (GDPR) by sharing their image or by making references to that person.

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. Any information, pictures, data, videos, attachments (not limited to) taken on a work or a personal mobile phone or a device for work related purpose only must not be kept, copied, used, disclosed, forwarded or distributed in any way without the written express written permission of Interr Ltd at any point during or after your employment or relationship with Interr and all must be deleted including any copies (including any attachments) completely from all your devices no later than end of day.

Lost or stolen company mobile phone device must be immediately reported you their line manager and HR.

Staff must exercise caution when using mobile phones or any other portable devices for work related purpose, ensuring they have the appropriate secure systems in place. Employees must have strong passwords set in place to protect from unauthorised use and not to share them with anyone else. Company property should never be left unattended and kept safe when not in use.

Mobile phones or any other portable devices must visually checked to ensure safe use and any damage must be reported to Interr as it may create a potential risk to the data held on the mobile device. If a mobile phone is replaced or upgraded due to age, or where a mobile phone becomes surplus, it must be returned to the human resources team.

Text messages or any other messaging service may not be used for sending any confidential or sensitive information. Company email must be used instead and any documents of sensitive or confidential nature should be password protected if possible.

Procedure

- The employer reserves the right to withdraw a mobile phone device allocated to an individual where it believes the employee is not complying with this policy.
- Users must make every effort to ensure that their issued mobile phone is always maintained secure, for example, protected by a Personal Identification Number (PIN).
- Users must take all reasonable steps to prevent damage or loss to their mobile phone device. This includes not leaving it in view in an unattended vehicle and storing it securely when not in use. The user may be held responsible for any loss or damage to the mobile phone device, if it is found that reasonable precautions were not taken.
- In view of the need to observe confidentiality always, users must be vigilant when using their issued mobile phone device in public places in order to avoid unwittingly disclosing sensitive personal, company or client information.
- 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.
- Use of company mobile phone device for surfing the internet, downloading or streaming non work related information is not permitted.
- 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.
- Social media (for example, Facebook, Instagram, LinkedIn, Twitter, Wikipedia and all other social networking sites) should never be used in a way that breaches any of the Company's rules or other policies.
 - For example, you are prohibited from using social media to:
 - Breach any obligations you may have relating to confidentiality;
 - Defame or disparage the employing organisation, its associates, suppliers, managers, other employees or clients;
 - Harass or bully other employees in any way;
 - Breach data protection and privacy obligations;
 - Breach any other laws or ethical standards.

Mobile phone users should not download software onto their phones unless authorised by Interr. Downloads may contain viruses which can render the phone useless and irreparable. There must be no downloading of any Apps, unapproved software, programmes or games. In addition, employees should not delete any programme that exists on the phone at the time of issue. No music or video streaming software or video sharing programmes should be used except for applications specifically designated by the Company.

Mobile phones and Driving

Health and safety legislation requires employers to ensure, as far as possible, the health, safety and welfare of all their employees and to safeguard others who may be put at risk from their work activities.

It is a criminal offence to drive (or have another person drive) a motor vehicle while using a 'handheld' mobile telephone. Driving includes sitting in a stationary vehicle while the engine is running and a 'handheld' mobile phone will include any 'hands free' mobile phone if it is held at any point during the call.

You must not use a mobile phone or any other hand-held device while driving for any purpose including calls, text messages, photos and videos, scrolling through playlists and playing games. Mobile phones should only be used when the vehicle has been parked in a safe place and the engine has been switched off. You should divert your phone to voicemail so that messages can be left while you are driving and picked up when it is safe to do so.

If you incur a fixed penalty or fine in relation to the use of a mobile phone whilst driving you will be responsible for the associated costs. You must inform your line manager immediately of any fine or penalty points placed on your licence or if you are disqualified from driving.

Returning the equipment

If you are requested to return your mobile phone to the Company, you must return the phone and accessories immediately. On termination of your employment, the mobile phone must be returned to the Company no later than the final day of your employment.

The Company retains the right to deduct the cost of the mobile phone and/or accessory that is not returned, or is returned in a damaged condition due to your negligence, from your final pay.

Breach of this policy

If this policy is breached the Company reserves the right to withdraw the Company mobile phone and take disciplinary action. Any breach of the policy including, but not limited to, inappropriate use of Company mobile or land-lines and using a mobile phone device whilst driving may be treated as gross misconduct and may result in your dismissal without notice.

Policy Review and Assessment

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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