



MOBILE PHONE POLICY

COMPANY MOBILE PHONES

Where a mobile phone has been issued by Pillar Kincardine, it is for **business use only** and at all times will remain the property of Pillar Kincardine. The member of staff (thereafter referred to as “user”) will be responsible for its safekeeping, proper use, condition and eventual return to Pillar Kincardine. The user will also be responsible for any cost of repair or replacement other than fair wear and tear.

A mobile phone is provided primarily to enable the user to do their job, i.e. to keep Pillar Kincardine informed at the earliest opportunity of matters which it needs to know about and to be similarly contactable by Pillar Kincardine, or to contact service users when working away from the office. Therefore, it is the user’s responsibility to ensure that the mobile phone is kept charged and switched on whilst on duty.

Users must limit personalisation of mobile phone memories to a minimum and only store numbers on them that may also be viewed or used by other staff.

It is the user’s responsibility to ensure that the company mobile phone is adequately charged and has adequate call time (minimum credit of £5).

Pillar Kincardine recognises that users may, **on occasion**, have to make personal calls or send personal text messages during working hours, or outside normal working hours. Where it is deemed that an unreasonable amount of personal calls/text messages have been made using the mobile phone, Pillar Kincardine reserves the right to deduct those costs, either through deduction from pay, or otherwise. Pillar Kincardine may, after formal investigation, take action under the Disciplinary Procedure if such use is excessive or unauthorised. Users will be expected to make payment for private calls made beyond reasonable usage.

The user agrees that upon termination of employment, should they not return the allocated mobile phone, or should the mobile phone be returned in an unsatisfactory condition, the cost of replacement, or a proportional amount of this as decided by Pillar Kincardine, will be deducted from any final monies owing, or the user will otherwise reimburse Pillar Kincardine.

Use of a Mobile Phone Whilst Driving

The user must ensure they have full control of any vehicle that they are driving at all times.

It is an offence to use hand held mobile phones whilst driving or whilst the engine is turned on. The user will be liable for prosecution if they are holding a mobile phone, or any other type of hand held device to send or receive any sort of data, be it voice, text or pictorial images. The user will be regarded to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for the user to use a hand held mobile phone whilst driving.

A mobile phone may only be used where there is an in-coming call or an out-going voice activated call through a hands free device that is activated without a need to hold the phone at any time, in which case the call

should be kept to the shortest possible time and only to effect essential communications. When the phone needs to be operated to make or deal with a call through the hands free device for longer than receiving or giving a short communication, before doing so the user must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off. Whilst driving they must not use the text message facility on the mobile phone, or if available through such a phone, an image facility or internet access.

Individuals are personally responsible for the payment of any fine or fixed penalty (including any externally raised admin charges) incurred whilst in charge of the vehicle. Any conviction for driving offences, any driving endorsements and any fines incurred must be reported immediately to the Service Manager as this may affect Pillar Kincardine's insurance.

It should be noted carefully that a breach of Pillar Kincardine's rules on the use of a mobile phone whilst driving may render the user liable to action under the Disciplinary Procedure.

Lost or Stolen Mobile Phones

The user is responsible at all times for the security of the mobile phone and it should never be left unattended. If the phone is lost or stolen, this must be reported to the Office Manager immediately (if during working hours), or if out of hours phone T-Mobile directly to ensure that the account is stopped and there is no unauthorised usage.

In the event of theft of a mobile phone, the incident must also be reported to the police and an incident number obtained (please provide this number when reporting the loss to the Office Manager).

Pillar Kincardine reserves the right to claim reimbursement for the cost of the phone, or excess usage charges should the correct procedures not be followed, a user reports repeated loss of their mobile, it is deemed that the user has not taken appropriate measures to safeguard the equipment, or reported the loss thereof (which will be investigated by Pillar Kincardine and judged at its absolute discretion).

"Pool Phones"

Certain phones are allocated to groups rather than individual users. In this situation it is ultimately the responsibility of the individual staff using the "pool phone" to ensure that all conditions (as noted above) relating to the use of the phone are complied with.

Anti-Harassment

Staff must be aware that certain operations that may be performed on mobile phones may breach Pillar Kincardine's rules and procedures. The sending of text messages or digital images that are or could be deemed offensive is strictly prohibited.

The photographing or filming of fellow employees, service users or any member of the public without their consent may breach an individual's right to privacy and could, in certain circumstances, constitute harassment. This is therefore strictly forbidden.

It is against the principles of Pillar Kincardine for any person to be harassed in such a way, and will not be tolerated. Any instance that comes to Pillar Kincardine's attention will be investigated. Should a staff member be found to have used a mobile phone in such a way they may be subject to the Disciplinary Procedure, which could include dismissal.

If an individual feels they have been a victim of this form of harassment, they should bring this to the attention of the Service Manager immediately.