

## SAMPLE POLICY ON THE USE OF COMPANY MOBILE PHONES

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1. **Purpose:**  
To set out policy of *The Company* with regard to the use of company mobile phones.
2. **Scope:**  
All holders of company mobile phones.
3. **Policy:**
  - 3.1 Employees who hold company sponsored mobile phones are reminded that the mobile phone is company property and ultimate liability for it's misuse rests with the user and the company. Calls made or text messages/images sent from the mobile phone are to be treated in the same way as e-mail technology. In other words, employees should not access, store or distribute any offensive or inappropriate (eg defamatory or racist) material with the mobile phone. Non-adherence to this rule will carry serious consequences, up to and possibly including dismissal.
  - 3.2 The number of calls made should be limited to those necessary for effective business.
  - 3.3 Calls should be brief.
  - 3.4 When travelling abroad on business, employees should be mindful that roaming charges vary considerably and are generally expensive. Every effort should be made to minimise costs during that time.
  - 3.5 Staff may be asked to justify monthly bills.
  - 3.6 The company reserves the right to make the appropriate deductions from payroll for any amounts in excess of the monthly threshold. Staff may be asked to justify specific single call charges.

- 3.7 Company sponsored mobile phones should not normally be used for text messaging except for business purposes only. Staff may be asked to justify the charges apportioned to text messages on the monthly bill.
- 3.8 Only incidental personal use is allowed. Otherwise there may be benefit in kind implications. The company will not accept liability for any benefit in kind implications, such as taxation, which may result from the provision of a company mobile phone.
- 3.9 Under no circumstances should employees make calls to premium rate numbers (eg 1550 or 1580 numbers) in the Republic of Ireland or any other country.
- 3.10 Extreme care should be exercised when using mobile phones in cars. By law mobile phones can only be used when connected to a “hands free” unit. However if a telephone conversation is becoming protracted, you should stop the car in a safe place and continue the conversation. Using a hand held mobile device while driving, is not allowed by the company, as it is considered a serious risk and constitutes an offence under Road Traffic legislation. Remember that employees who are found using a hand held mobile device may receive penalty points on their licence.
- 3.11 Mobile phone manufacturers’ manuals contain safety and operating instructions, which should be read and adhered to at all times.
- 3.12 Mobile phones should be kept charged to ensure that they are fully operational during working hours.
- 3.13 Mobile phones must be kept switched on at all times during working hours and kept in the employee’s possession. They are not to be left in the car when the car is unattended and should not be switched off, except when absolutely necessary. While in meetings, mobile phones should be switched to silent tones so as not to disrupt proceedings.
- 3.14 The phone’s message minder must be activated at all times.
- 3.15 Reasonable care must be taken to prevent accidental damage, loss or theft of mobile telephone equipment. In the event of the theft or loss of a mobile phone, the user must immediately contact the network operator and have the phone disabled. You must also notify the person responsible for issuing mobile phones in the company at the earliest opportunity.
- 3.16 Employee should also note the IMEI security number in the mobile phone. This enables the mobile phone to be disabled in the event of loss or theft. The IMEI number on most phones can be found behind the battery of the mobile phone or by typing \*#06#

- 3.17 Failure by an individual to adhere to these procedures may result in action being taken to withdraw the mobile phone facility. Serious or persistent breaches of this policy may result in disciplinary action up to or including dismissal.