



MOBILE PHONE POLICY

1. INTRODUCTION

1.1. Mobile phones have become an integral part of everyday life. Their use has become a key factor in how we communicate with one another. However, within the social and healthcare industry, the use of mobile phone technology can if not used appropriately, be disruptive and distractive if not managed appropriately.

1.2. This policy sets out to guide temporary workers on the use of mobile phones during their work.

1.3. Temporary workers should not carry a mobile phone on their person during their shift.

1.4. Mobile phones may be used with the advance permission of the manager or senior temporary worker for emergency calls only.

1.5. If the temporary worker has permission from the manager to use the mobile phone during work hours, they do so at their own risk. No liability will be accepted for the loss, damage or theft of the mobile phone.

1.6. Temporary workers using the organisations mobile phone should ensure that it is kept in a safe place always.

2. PROCEDURE FOR USE OF MOBILE

2.1. Temporary workers using a mobile phone as part of their job must do so whilst observing the law and take note of the following:

2.2. Use your phone in the workplace without disruption to others. For example, during a meeting, take the phone outside so that the call can be taken in private.

2.3. If your car doesn't have a hands-free kit, do not use your mobile phone while driving. Stop in a safe place and turn off the engine before using your phone.

2.4. To make or receive calls while driving, you must install an approved hands-free kit that operates without holding the phone or any equipment.

2.5. The kit must include an earpiece. Hands-free kits can still cause distraction. Not maintaining proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986 may result in fines or prosecution.

2.6. Any penalties incurred by the temporary worker for improper use of mobile phones will be the responsibility of the temporary worker. These costs cannot be claimed through the company expenses process.

2.7. Temporary workers who break the law may be subject to disciplinary action.

Reviewed and checked by : Amisha Allison

Policy Date: 10th January 2025

Review Date: 09/01/2026