

MOBILE DEVICES POLICY

Definition

This policy sets out the way TEi Limited will manage the issue, use and costs of its mobile phones and other communication devices used within the business for communications between relevant staff, clients and specific line management and support teams.

Scope

The policy covers the responsibilities of the Company and staff to uphold the legislative requirements of mobile phone usage, as well as the safe and efficient usage of mobile phones for business calls.

Objectives

- To ensure that the issuing of phones is carried out on an as required business case.
- That users are provided with the correct level of handset for their particular role
- To cover issues of lone working and safety of the individual.
- To ensure conditions of phone use are effectively transmitted to all staff.
- To ensure reasonable use of phones.
- To ensure the legal requirements of mobile phone usage are implemented whilst driving a motor vehicle.

Policy

Individuals will be issued with a mobile phone where a clear business need is identified. Users will be issued with a serviceable mobile phone and sim card for the appropriate company wide Network Service Provider (NSP).

Calls to premium rate (including call connect via directory enquiries), or other non appropriate telephone or web site URL's sites could leave the phone holder liable to refund the company on those elements of the allocated phones monthly billing. Additionally, inappropriate use could lead to disciplinary action being taken against the phone holder.

The use of mobile phone or other communication devices whilst driving a vehicle on company business is not to be encouraged. Phone users can, where current driving conditions allow, accept incoming calls, on the understanding that they are using a recognised hands free kit or device.

For clarity this includes a total hands free permanently fitted car kit or a Bluetooth Device paired with the holders phone. Devices attached directly to the phone are considered not to be hands free. The making of calls on company business or otherwise is actively discouraged. Drivers wishing to make calls are advised to stop in an appropriate safe place to park and make outgoing calls whilst stationary. To avoid all elements of doubt and for clear information relating to the use of mobile phones, the law relating to the use of mobile phones and communication devices is quoted below:

The Law

Hand-held Phones

It is illegal to use a hand-held mobile phone while driving. It is also an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. Therefore, employers can be held liable as well as the individual driver if they require employees to use a hand-held phone while driving.

Hands-free Phones

Drivers should be aware that where they use a hands-free phone while driving, depending upon the individual circumstances, they could be charged with 'failing to have proper control of their vehicle'. In more serious cases, the use of any type of mobile phone could result in prosecution for careless or dangerous driving. The Police may check phone records when investigating fatal and serious road traffic accidents to determine if use of the phone contributed to the accident. Employers who require staff to use any mobile phone while driving for work could be prosecuted if an investigation determined that such use of the phone contributed to an accident. Claims in the civil courts could also result. (Ref:-RoSPA Driving for Work)

With effect from February 2007, drivers convicted for using a mobile whilst driving face an instant fine as well as 3 penalty points being added to their individual licence.

The company will not, for this offence or any other motoring offence, re-imburse individuals for costs or fines incurred as a result of their own personal actions.

Associated Forms

The following form is associated with this Policy.

- Mobile device issue form and disclaimer APP029



David Billington
Managing Director
26th February 2010



Mobile Devices Policy and Disclaimer

Name:	Job Title:
Location:	Supervisor:
I have been issued with the following company mobile phone	
Phone Number:	

Disclaimer

I fully understand that using a mobile phone whilst driving is illegal. I accept that to make calls whilst driving, on either company or personal business, I must as soon as practically possible park in a place safe to do so and make any calls whilst the vehicle is stationary. I further acknowledge that should I be prosecuted for using a mobile phone whilst driving then it is at my risk and is not as a result of pressure from the company to make company or personal related calls. I further recognise that any prosecutions resulting in fines and driving licence points is at my own risk.

Further disclaimer and authority to deduct costs of connections:

Should I use a company issued device for inappropriate use, I accept that I could be liable for the cost of any or all such connections. The appropriateness, or not, of my connection will be determined by disciplinary action. Accordingly I accept that if my connections are found to be inappropriate then those costs will be deducted from my salary.

Name: _____ Signature: _____ Date: _____