

<b>Policy Name:</b>	<b>Personal Mobile Phone Use</b>
<b>Policy Number:</b>	<b>3.07</b>
<b>Date:</b>	<b>February 2023</b>

## **POLICY STATEMENT:**

JC Steele recognises that most employees have a personal mobile phone that they bring to work, and that they may use their mobile phone number as their emergency point of contact.

The use of mobile telephones for personal calls and text messaging during working hours may have a detrimental impact on the productivity of the user and can also adversely impact the productivity of other employees.

It is the policy of JC Steele that the use of personal mobile phones by employees at work is kept to a minimum during working time and that ring tones are set at an appropriate volume level and tone style so as not to disturb other employees.

## **PROCEDURES:**

### **1. Guidelines**

- a. Personal mobile phones should be set to a low volume ring tone or silent while employees are at work.
- b. All employees should use discretion when answering or making personal mobile phone calls during working time with a preference to let calls go through to messages bank unless it can be ascertained that the call may be of an urgent nature.
- c. Where employees have a personal reason to be expecting a call on their mobile phone (ie. an unwell family member, a call from overseas, etc.), the employee should make their supervisor aware of the circumstances and seek approval to have their mobile phone accessible to them during the working day.
- d. Accessing message banks and responding to missed calls should only occur during rest and meal breaks.
- e. Text messaging during working time is to be kept to a minimum and should, where possible, be deferred to rest and meal breaks.
- f. Employees are welcome to use their mobile phones during rest and meal breaks however are requested to respect the rights of other employees to enjoy their breaks without excessive interruption. Lengthy or disruptive calls should be taken in a quiet area away from other employees working or enjoying a break.

- g. Playing games, using non work-related apps or interacting on social media on your personal or work phone during working hours is not considered to be a productive work task and therefore will not be tolerated as acceptable use of work time. Employees using their phones in this manner while on work time may face disciplinary action, up to and including termination of employment.

## **2. Using personal mobile phone for work purposes**

- a. Some employees receive a monthly allowance to compensate them for the use of their mobile phone for work purposes.
- b. These employees are permitted to use their mobile phone during working hours for legitimate business needs.
- c. The use of personal phones for personal reasons should be restricted to rest and meal breaks and the guidelines in Item 1 of this policy apply.

## **3. Employees with mobile phones provided by JC Steele.**

- a. Some employees are provided with a mobile phone as part of their employment with JC Steele.
- b. These employees are expected to use their mobile phone during working hours for legitimate business needs.
- c. These employees are permitted to use this company provided mobile phone during working hours for legitimate business needs as well as personal use in line with the guidelines in Item 1 of this policy.