



# Mobile Phone Policy

## POLICY BRIEF & PURPOSE

Our **employee Mobile phone policy** outlines our guidelines for using Mobile phones at work. We recognize that mobile phones and other technical devices including smartphones, tablets and other similar devices) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.)

Mobile phones may also cause problems when used imprudently or excessively. Employees can easily lose focus which can cause neglect and safety issues in this line of work.

## SCOPE

This policy applies to all our employees.

## POLICY ELEMENTS

Despite their benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phones excessively may:

- Get distracted from their work and neglect participant needs or required duties.
- Disturb our participants (or other work colleagues) by using their mobile phones.
- Create an unsafe environment for the participant and /or other staff by not being properly focused on their surrounding
- Cause accidents when they illegally use their phones while operating vehicles or near areas where using phones is prohibited.

Our company expects employees to use their mobile phones for work reasons only, or during emergency situations that may arise if during work hours.

*Easy iCare will in no way be responsible for any damage caused to an employee's Mobile phone or electronic device. It is the employee's responsibility to carefully store and look after their phone before, during or after their shift.*

Document Title	Mobile Phone Policy	Effective Date	
Authorised by	Karl Jenkins (Director)	Review Date	02/01/19
Author/Reviewer	Kerry Bolton (Safety & Compliance Manager)		
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## We advise our employees to:

- Turn phones onto silent (or vibrate) so loud ringing doesn't disturb our Participants or other employees.
- Place phones in a safe and secure location along with their other personal belongs so they cannot be accessed by any participants or other staff.

## We won't allow employees to:

- Use their phone to play any games, use social media, make personal non urgent calls or texts during working hours.
- Use their phones for any reason while driving a participant
- Use their mobile phone's camera or microphone to record any confidential information.
- Use their phones in areas where mobile use is explicitly prohibited (e.g. laboratories.)
- Speak on their phones within earshot of participants or colleagues' working space during working hours.

## How to properly use mobile phones in the workplace

Employees can benefit from using mobile phones. They're allowed to use their phones:

- To log in and out of their shifts
- To make business calls. To use work authorized productivity apps.
- Check and respond to important or emergency messages.
- To make brief personal calls away from the working space of colleagues during their allocated break time.

Employees can use their phones during allocated breaks

## DISCIPLINARY CONSEQUENCES

Our company retains the right to monitor employees for excessive or inappropriate use of their mobile phones. If an employee's is found to be using their phone for any of the reasons stipulated, they aren't allowed to, they may face disciplinary action up to and including termination.

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