



MOBILE TELEPHONE PROVISION AND USAGE POLICY

Policy Reference Number:

Policy Implementation Date:
Policy Review Date:

September 2009
August 2011



Haines Business Systems Ltd
© 2009 HBS Business Gym

MOBILE TELEPHONE PROVISION AND USAGE POLICY

Provision

The company will provide and fund a mobile communication device for employees that meet specific business criteria and where their manager supports the application. These categories may include, but are not necessarily limited to, the following:

- Employees who spend significant amounts of time away from the office at a variety of locations;
- Employees who have specific management responsibilities – and who spend significant amounts of time away from the office.

Mobile telephones and other communications devices issued and funded by the company are intended for company business use only. It is expected, however – and is acceptable – that employees use company-issued phones to make and receive personal calls from time to time. However, these should be kept to a minimum.

Employees' Responsibilities for Looking After Company Phones

Employees are responsible for looking after mobile telephones and other communications devices issued to them by the company. They are responsible for keeping in good condition and working order, the devices themselves and any accessories issued with them (including batteries, SIM cards, chargers and hands-free kits). Employees are further responsible for keeping devices safe and secure. Do not leave company equipment unattended and visible where it can be lost or stolen.

Any company property that is lost, stolen or damaged, whilst in your care should be reported as soon as possible to your manager. Depending on the circumstances, you may be required to make a contribution to the replacement or repair costs (e.g. if the loss or damage was a result of your negligence).

Equipment that breaks, or becomes defective due to a fault must be reported as soon as possible, both to your manager and to the phone company. Wherever possible,