

White Rose Rugby Ltd
Mobile Phone Policy
1 January 2024

1. Introduction

This policy applies to mobile phones provided by the Company and also to the use of private mobile phones while employees are at work.

2. Work mobile phones

Work mobile phones are provided at the discretion of the Company taking into account the requirements of the job. Work mobile phones and any equipment/accessories supplied for their use remain the property of the Company at all times and must be returned to the Company on demand or on the employee's last day of employment.

Work mobile phones may be used for private calls. All personal calls will be at the employee's expense and employees will be sent an itemised bill for their personal calls. Employees will be required to pay this direct to the Company or the Company may deduct the sum owed from the employee's salary/wages.

The Company receives an itemised list of all calls made on the mobile phone from the mobile phone service provider. This list provides details of the number of calls, the length of calls, the cost of calls and the numbers dialled.

Mobile phones issued to an individual must not be transferred to another person without the authority of the Company.

Employees must take responsibility for their own work mobile phone. Phones must not be left in a visible place, for example, in an unattended car. For added security, the use of a personal identification number (PIN) is recommended. Loss of, or damage to, a work mobile phone should be reported to a Director. If a work mobile phone is broken or faulty it must be given to a Director for repair or replacement. The Company will be responsible for the cost of repair or replacement unless it can be shown that the damage was as a result of misuse by the employee. In these circumstances, the employee will be asked to reimburse the repair/replacement cost.

3. Use during working hours

Mobile phones may be used for private purposes during working hours, but such use must be kept to a minimum, be reasonable and in no way interfere with employees' work or that of their colleagues.

4. Telephone etiquette

Employees should be considerate in their use of their mobile phones. Phones should be turned off when their use could be distracting, for example during coaching, meetings and training sessions.

Employees should observe any restrictions imposed by other organisations on the use of mobile phones, including requests to turn them off.

5. Driving

Some employees are required to travel by car on the Company's business as part of their job duties. Using a mobile phone whilst driving reduces concentration and increases the likelihood of an accident. Drivers should concentrate on their driving and avoid distractions. Consequently, all hand-held mobile phones should be switched off until employees have reached their destination or have stopped in a safe place.

Drivers should be aware that answering and making telephone calls, sending text messages or faxes, and accessing the internet, etc are all distractions and could amount to driving without care and attention or dangerous driving.

It is a criminal offence to use a hand-held mobile phone while driving. The use of hand-held mobile phones by employees while driving is permitted only in an emergency.

6. Hands-free mobile phones

If employees are required to travel by car or other vehicle as part of their duties, the Company will also provide employees with appropriate hands-free mobile equipment to accompany the mobile phone supplied to them. If employees choose to use their own mobile phone in these circumstances, then employees must ensure they have the appropriate hands-free equipment for their phone.

7. Breach of policy

Breach of this policy will be treated as misconduct.

If employees have been issued with a mobile phone belonging to the Company, breach of the policy could result in the mobile phone being withdrawn or disciplinary action being taken.

This policy has been approved & authorised by:

Name: Dave Duxbury

Position: Director

Date: 1 January 2024

Signature: 