

<b>Company Name:</b>	GPW Design Services Ltd
<b>Model Policy No.</b>	Policy 10008.2
<b>Model Policy Name:</b>	Company Mobile Phones and Driving Policy
<b>Date:</b>	02/12/2016
<b>Version:</b>	2

### Policy Statement

The policy sets out the Company's responsibilities and the responsibilities of those who work for the Company, in relation to the use of mobile phones.

In line with the Company's culture of trust and flexibility, reasonable private use of company mobile phones is permitted but should be kept to a minimum.

The Company is committed to ensuring that employees are aware of the legal obligations associated with the use of mobile phones.

The policy is applicable to all permanent, fixed term and temporary employees who are issued with a Company mobile phone.

### Using Mobile Phones

The Company is committed to reducing the risks which our employees face and create when driving or riding for work.

- Employees with a hands-free kit installed in their car should ensure that their use is kept to a minimum whilst driving. You must only take calls whilst driving if it is safe to do so, and you remain in proper control of your vehicle. If circumstances change during the call, you must end the call without delay. You should call back once you have stopped in a safe place and switched off the engine.

### Managers must:

- Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a hand-held mobile phone while driving.

### Line Managers must ensure:

1. Lead by personal example
2. Employees understand their responsibilities not to use a hand-held mobile phone while driving
3. Employees switch phones to voicemail, or switch them off, while driving, or ask a colleague who is a passenger to use the phone
4. Employees plan journeys to include rest stops which also provide opportunities to check messages and return calls

5. Work practices do not pressurise employees to use a mobile phone while driving.

#### **Employees who drive for work must:**

1. Never use a hand-held phone while driving
2. Plan journeys so they include rest stops when messages can be checked and calls returned
3. Ensure their phone is switched off and can take messages while they are driving, or allow a colleague who is a passenger to use the phone
4. Employees with a hands-free kit installed in their car should ensure that their use is kept to a minimum whilst driving. You must only take calls whilst driving if it is safe to do so, and you remain in proper control of your vehicle. If circumstances change during the call, you must end the call without delay. You should call back once you have stopped in a safe place and switched off the engine.

#### **Cost Monitoring**

Company mobile phone bills are reviewed on a monthly basis. Such bills are itemised. If the bill is deemed to be excessive and/or contain an unacceptable quantity of private calls and/or text messages this will be addressed with the user and may lead to one or more of the following:-

- Recharge of the relevant costs;
- Barring of the text message facility;
- Disciplinary action

This will also include excessive and/or unacceptable use of non-work related texting and internet use whilst at work.

#### **Use of Bundles**

Mobile phone services are provided with a basic configuration of services dependent upon the individual's role. A number of 'bundles' services may be enabled on a temporary or permanent basis at the Company's discretion.

- Use of the Company mobile phone whilst on holiday abroad is allowed but the cost of calls will be recharged to the employee less any business calls made.
- Multi-media messaging is normally disabled but may be required in certain circumstances, such as transmission of condition-related photos;
- Data-roaming abroad is prohibitively expensive, therefore, use of Wi-Fi is strongly preferred.

The following are prohibited:

- Excessive use of 118 numbers;
- Excessive personal calls;
- Excessive use of text messaging;
- Excessive use of the phone outside of working hours

The Directors of the Company shall decide what is classed as excessive and/or unacceptable and shall be fair, equitable and comparative in its decision.

### Loss, Theft or Damage to Company Mobile Phone

All instances of loss, theft or damage must be reported to the Company via the IT Manager at the earliest opportunity. Outside normal working hours, employees should contact the service provider in order that the phone can be deactivated immediately.

Loss of a phone which is left in public view in an open or locked car or deliberate damage is not covered by the Company's insurance policy.

In cases of severe neglect, the Company reserves the right to hold the employee responsible and seek reimbursement for the cost of uninsured losses or repairs.

### Termination of Employment

The Company's mobile phone and all accessories must be returned immediately to the Company upon request or on termination of the employee's employment. The Company reserves the right to withdraw a mobile phone during the employee's notice period.

### Other Information

Company mobiles are not classed as a benefit in kind unless the private use of the mobile is considered to be unreasonable.

### Employee Responsibilities

You must ensure that you read, understand and comply with this Policy.

This Policy does not give contractual rights to individual employees. We reserve the right to alter any of its terms at any time and without notice.

### Confirmation and Acceptance

I confirm that I have read and accepted the "Company Mobile Phones and Driving Policy" and taken possession of a company mobile phone: Iphone SE

.....  
Employee signature

Employee name in block capitals:

Date: