



MOBILE PHONE POLICY

Introduction

The purpose of this policy is to set out standard working practices in relation to the use of mobile telephones during working hours and in connection with your employment by the Company. This policy may be amended or withdrawn at any time by the Company in its absolute discretion.

This policy contains rules, which are of critical importance. Serious or repeated breach of this policy may result in disciplinary action being taken against you, which may result in the termination of your employment or contract for services with or without notice. To ensure no customer or candidate personal details are communicated by mobile phones through SMS, text or instant messaging services.

Scope

This policy applies to all employees and contractors who use mobile phones in the course of their duties. However all employees who own mobile phones are advised to note the guidance on the law relating to the use of mobile phones set out below.

Using your Company Mobile Telephone

If you are allocated a company mobile telephone you should:

Restrict the use of the phone to make or receive personal calls. It is recognised that personal calls may sometimes have to be made but these calls should be kept to a minimum and if requested you will be required to reimburse the cost of any such calls made;

Keep your mobile phone charged up and switched on during working hours. If you are in a meeting, your mobile phone should be switched off or at least to "silent" mode;

Pick up voicemail messages on a regular basis or arrange to have them picked up for you. If you receive any work-related messages, you should always return the message.

Use of mobile telephone in vehicles

The use of hand held mobile telephones while driving can put you and other road users at risk of accident or injury and is illegal under the Road Vehicles (Construction and Use) (Amended) (No 4) Regulations 2003.

The prohibition against a mobile phone while driving covers not only making or receiving of phone calls, but also using a phone to send text messages, picture images, faxes or e mails or to surf the internet. It covers using a mobile both while the car is moving and using a mobile while stationary, for example in a traffic jam or at traffic lights.

If your car has been fitted with hands-free equipment you may use your mobile telephone while driving, provided your telephone can be voice activated or the phone can be used without being held. However it is

illegal to use a phone if it must be held at some point during a call or performing any other interactive communication function. Therefore you must not manually dial or activate calls or send or receive other communications, such as text messages.

Even if you use hands free equipment you may still be found guilty of the offence of failing to have proper control of your car or vehicle, or the more serious offences of careless or dangerous driving if you lose control of your car or are involved in an accident while using your phone. The safest approach is to only use your mobile phone when you are parked safely.

If you are found guilty of an offence and/or fined in connection with the use of your mobile telephone while driving, you will be subject to the Company's disciplinary procedures.

You should use the voicemail facility on your mobile telephone while driving. When an appropriate opportunity arises you should pull over and check your messages or make any telephone calls while your car is stationary.

You are reminded to adhere to the Highway Code when pulling over to use your mobile phone. Pulling onto the hard shoulder of a motorway to use your mobile telephone is illegal. You should only use the hard shoulder in cases of genuine emergency or breakdown.

Loss, Theft or Damage to Company Mobile Telephone

Company mobile phones are not covered by the Company's insurance policy and you must take every precaution to look after your mobile phone and in particular:

- do not leave the phone in a vehicle in full view. If for any reason it cannot be taken with you, you must ensure that it is locked in the boot or in a closed compartment;
- deliberate damage to the phone will render you liable to repay the Company for the cost of repair or replacement;
- all instances of loss, theft or damage must be reported to the Company at the earliest opportunity. Outside ordinary working hours you should contact the service provider's, customer service, in order that the telephone can be deactivated immediately.
- all cases of theft must be reported to the police and a crime report number obtained and passed onto the company
- in cases of severe negligence, the Company reserves the right to hold the staff member responsible and to seek reimbursement for the cost of repair or replacement.

Termination of employment

The Company's mobile phone and all accessories and the instruction manual must be returned immediately to the Company if you are requested to do so or on the termination of your employment. The Company specifically reserves the right to withdraw a mobile telephone during an employee's notice period.