

cost of repair or replacement unless the damage was as a result of misuse by the employee. In these cases, the employee will be asked to reimburse the repair/replacement cost.

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3. Use during working hours

[Mobile phones may be used only during working hours.]

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OR

[Mobile phones may be used for work-related purposes during working hours, but such use must be kept to a minimum, be relevant to the employee's work or that of their colleagues].

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OR

[Mobile phones may be used for work-related purposes during working hours in the case of an emergency.]

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4. Telephone etiquette

Employees should be considerate of others when using mobile phones. Phones should be turned off when their use could be a distraction during meetings and training sessions.

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Employees should observe any restrictions imposed by other organisations on the use of mobile phones, including requests to turn off phones during meetings and training sessions.

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5. Driving

Some employees are required to use mobile phones as part of their job duties. Using a mobile phone while driving increases the likelihood of an accident. Employees should concentrate on their driving and avoid distractions. Consequently, mobile phones should be switched off or put on silent until employees have reached their destination.

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Drivers should be aware that answering mobile phone calls, sending text messages or faxes, and accessing the internet while driving are distractions and could amount to driving without care and attention.

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

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6. Hands-free mobile phones

If employees are required to use mobile phones as part of their duties, the Company will also provide employees with hands-free mobile equipment to use. Employees who choose to use their own mobile phones as part of their duties, the Company will also provide employees with hands-free mobile equipment to use.

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mobile phone in these circumstances must ensure they have the appropriate hands-free equipment

must ensure they have the

7. Breach of policy

Breach of this policy will be treated as a disciplinary offence

If employees have been issued with a mobile phone, breach of the policy could result in the mobile phone being taken.

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This policy has been approved & signed by the following:

Name: <<Insert Name>>

Position: <<Insert Position>>

Date: <<Date>>

Signature:

Resources Manager>>

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