

* Mobile Phone Policy *



The following is Wycombe Youth Action's policy in relation to providing an employee with a mobile device.

1. The mobile device is the sole property of the above charity and is therefore given to the employee to enhance and facilitate the user as long as the employee is employed by Wycombe Youth Action. It can be taken back at any time at the end of employment or before if requested.
2. The mobile device is for the sole use and purpose of the employee's designated role and cannot be used for personal unauthorised use without permission.
3. An employee is responsible for the safekeeping and condition of the mobile phone at all times and will be responsible for the cost of any repair or replacement (other than fair wear and tear).
4. Employees who hold charity mobile phones are reminded that the mobile phone is charity property and the ultimate liability for its misuse rests with the user. Calls or text messages/images sent from the mobile phone are to be treated in the same way as email technology. In other words, employees should not access, store or distribute any offensive or inappropriate (e.g. defamatory or racist) material with the mobile phone. Disregarding this rule will carry serious consequences and could lead to dismissal, including summary dismissal.
5. In the event that the mobile phone is lost/stolen, the charity must be notified. If the employee does not notify the charity, they will be liable for any costs accrued.
6. The charity recognises that employees may have to make emergency personal calls during working hours or outside normal working hours. Where it is deemed that an unreasonable level of personal calls/texts have been made using the mobile phone, the charity reserves the right to deduct those costs from pay.
7. **Only approved applications** by the charity can be downloaded for charity use. Any unapproved apps that incur additional costs to the monthly rental will be passed to the end user. The charity reserves the right to pursue any additional unapproved costs.
8. Mobile phones should be kept charged to ensure that they are fully operational during working hours.

9. Mobile phones must be kept switched on at all times during working hours and kept in the employee's possession. They are not to be left in the car when the car is unattended and should not be switched off during working hours, except when absolutely necessary or in a business meeting.
10. Mobile phones manufacturers' manuals contain safety and operating instructions, which should be read and adhered to.
11. Extreme care should be exercised when using mobile phones in cars. By law mobile phones can only be used when connected to a hands-free unit. Using a mobile phone while driving is not allowed by the charity, (**except with a certified hands-free unit**) as it is considered a serious risk and constitutes an offence under road traffic legislation.
12. On termination of employment the mobile handset should be returned in a satisfactory condition. Failure to return the handset will result in the cost of the unit being deducted from any final money owed to the employee.
13. For the avoidance of doubt, any sums left payable relating to the mobile phone and/or sim and provided by the charity pursuant to this Agreement shall be deducted by the charity in accordance with the requirements of law. The charity reserves absolute discretion to determine the manner in which payment should be applied to any such amounts.

Issue by:

Issue date:

Employee name:

Employee signature: