PROCEDURE

Mobile Phone Procedure

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
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Rev No	**Description**	**Prepared by**	**Checked by**	**Date**
0	New	C Simpson	L Strappazon	11.02.2015
1	Update new number structure	L Strappazon	M Delaney	14/06/2016
2	Remove and transfer responsibilities section to QMS-PRO-026 Authority and Responsibilities Procedure	M Richards	L Strappazon	03.11.2016
3	Review to ensure current processes	A Forrest	L Strappazon	09.07.2018
4	Review & Checked by Employsure	M Vorpagel	D McNeil	21.08.2019
5	Amended referenced documents numbers.	M Vorpagel	D McNeil	20.09.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 20.09.2019				

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1 PURPOSE

Mobile devices are valuable tools for conducting Reay Services Group business and to improve the availability and productivity of all employees. The purpose of this procedure is to define accepted practices and responsibilities for using Reay Services Group corporately-owned, or individually-owned mobile devices for business purposes only. This policy defines user eligibility and commitment requirements.

Mobile devices shall be used in an efficient, lawful, safe and ethical manner. Reay Services Group employees who are issued with a mobile device are accountable for the appropriate use of their mobile device and shall abide by this procedure.

2 SCOPE

This procedure applies to all RSG personnel (employees and contractors) who are required to use a mobile phone to fulfil the responsibilities of their position with Reay Services Group.

3 DEFINITIONS

Company / the Company: Refers to Reay Services Group and associated entities.

System: Quality, Safety and Environmental Management Systems.

4 RESPONSIBILITIES

All company Employees and Contractors are responsible for complying with the requirements of this procedure.

Refer to *QMS-PRO-026 Authority and Responsibilities Procedure* for further details.

5 PROCEDURE

5.1 Company Mobile phone

Company mobiles phones will be allocated at Managements discretion. Where a mobile phone has been issued by the company, it is for business use only and at all times will remain the property of the company. The user(s) will be responsible for its safekeeping, proper use, condition and eventual return to the company. The user will also be responsible for any cost of repair or replacement other than fair wear and tear. If a replacement is required the company will organise this.

A mobile phone is provided primarily to enable the user to do their job, i.e. to keep the company informed at the earliest opportunity of matters which it needs to know about and to be similarly contactable by the company. Therefore, it is the user's responsibility to ensure that the mobile phone is kept charged and switched on whilst on shift.

Unless agreed by senior management, applications and other programmes may not be downloaded to any mobile phone under any circumstance. The user(s) are not to use the mobile phone for any unlawful activity, personal financial gain, or for commercial purposes.

The SIM card from company mobiles should not be placed into any other mobile, unless to another company issued mobile phone. Neither should the camera facility be used for anything other than an emergency, e.g. company car accident where evidence may be required.

The company recognises that users may, on occasion, have to make personal calls or send personal text messages during working hours, or outside normal working hours. Where it is deemed that an unreasonable amount of personal calls/text messages have been made using the mobile phone, the company reserves the right to deduct those costs, either through deduction from pay, or otherwise.

The user agrees that upon termination of employment, should they not return the allocated mobile phone and SIM Card, or should the mobile phone be returned in an unsatisfactory condition, the cost of replacement, or a proportional amount of this as decided by the company, will be deducted from any final monies owing, or the user will otherwise reimburse the company.

Where a mobile phone is issued, the *HR-FRM-008 Declaration of Company Issued Items* Form shall be completed and supporting photos of the mobiles phones condition attached upon issue.

5.2 Personal Mobile Phone

If management deems it essential for an employee and/or contractor to use their personal mobile phones for business purposes they will be reimbursed an agreed amount, using *HR-FRM-005 Expense Reimbursement*. This must be completed and signed by employee/contractor and Management.

A personal mobile phone is the employee's responsibility and the company will not be responsible for any damaged/stolen mobiles.

5.3 Use of Company/Personal mobile phone whilst driving

It is an offence to use hand held mobile phones whilst driving or whilst the engine is turned on. The user will be liable for prosecution if they are holding a mobile phone, or any other type of hand held device to send or receive any sort of data, be it voice, text or pictorial images. The user will be regarded to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for the user to use a hand held mobile phone whilst driving.

A mobile phone may only be used where there is an in-coming call or an out-going voice activated call through a hands free device that is activated without a need to hold the phone at any time, in which case the call should be kept to the shortest possible time and only to effect essential communications. Whilst driving the user must not use the text message or image facility on the mobile phone, or internet access. Individuals are personally responsible for the payment of any fine or fixed penalty incurred whilst in charge of the vehicle.

5.4 Lost or Stolen Mobiles

The user is responsible at all times for the security of the company mobile phone and it should never be left unattended. If a company mobile phone is lost or stolen, this must be reported to Head Office immediately to ensure that the account is stopped and there is no unauthorised usage.

The company reserves the right to claim reimbursement when:

- excess usage charges, should the correct procedures not be followed
- a user reports repeated loss of their mobile
- It is deemed that the user has not taken appropriate measures to safeguard the equipment or reported the loss thereof (which will be investigated by the company and judged at its absolute discretion).

6 REFERENCE DOCUMENTATION

QMS-PRO-026 Authority and Responsibilities Procedure
HR-FRM-004 Expense Reimbursement
HR-FRM-008 Declaration of Company Issued Items