



Mobile phones have become an integral part of work life bringing both efficiencies and risks. The intent of this policy is to specify Northfield Construction's rules which are aimed at ensuring phone use does not cause unsafe conditions, inefficiencies in productivity or unauthorised expense.

Safety (all mobile phones)

Your mobile phone must only be used on site when it is safe to do so and only in areas approved for mobile phone use. You must abide by site rules for phone use.

You must not attempt to use your mobile whilst operating plant, machinery or vehicles. Handsfree devices are acceptable for receiving calls in cars provided they are used in accordance with current legislation.

Data usage (company phones)

Northfield accept reasonable private use of company mobile phones for limited, short duration calls, occasional texts, emails and apps that facilitate communication. Under no circumstances stream music or videos using mobile data. You must not install apps, for personal use, that have not been approved by the financial controller. It is recommended that Wi-Fi data is used whenever opportunities exist and data usage alerts are set to avoid personal costs being raised. During overseas holidays, your mobile phone is to be left in the UK to ensure no additional charges are accrued. Usage is monitored on a monthly basis and invoices are costed per user.

Equipment care and security

You are responsible for protecting and caring for your phone, this means:

- a. Protecting it from loss, theft or damage.
- b. Keeping it clean and protected with a case.
- c. Holding it securely or stashing it in a securable place/bag/pocket to prevent it being dropped or stolen.
- d. Preventing its contact with water, abrasives and damaging substances.
- e. Ensuring that it is password protected and always locked when out of use.

Offensive or discriminatory materials.

You must not use the mobile phone to access, use or distribute any material, or to participate in any activity, which is, or might reasonably be regarded as: discriminatory, distasteful, offensive, indecent or harmful to other users or which may bring the company into disrepute.

Problems

Should there be any problems related to your phone, please report them to the office as soon as possible so that the issue can be investigated and resolved. The sim card may be cancelled and a repair or replacement arranged. Replacements are likely to be old but serviceable phones.

Policy violations

Violations of this policy may lead to disciplinary procedures and/or costs incurred by the business will be recovered from the person the phone was issued to.

This policy will be reviewed annually or upon identifying opportunities for improvement.

Signed:

Date:

1-8-24

S. Dean
Company Director