



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## **MOBILE PHONE POLICY – used by staff members**

### **Purpose:**

To assist with the effective operation of all services, Ecclesfield Parish Council issues a mobile phone to the Clerk and for operational use when on Ecclesfield Parish Council business.

The issue of such mobile phones is to facilitate staff in their roles and, as such, Ecclesfield Parish Council has certain expectations regarding issue and use. The aim of this policy is to clearly outline the protocols.

### **Mobile Phone Allocation:**

Is the responsibility of the individual member of staff to use the Ecclesfield Parish Council mobile phone when required.

### **Mobile Phone Usage Protocol:**

- When using the Ecclesfield Parish Council mobile phone, it is the user's responsibility to ensure that the device is looked after properly and is safely stored when not in use.
- The device remains the property of Ecclesfield Parish Council at all times.
- The device must be returned to the office when not in use.
- Phones must only be used for the given purpose. This may include text and internet usage as well as telephony depending on the device.
- If issued with a device that includes camera functionality, such must only be used for Ecclesfield Parish Council purposes.
- Company mobile phones are not for personal use. Staff using the Ecclesfield Parish Council mobile phone should be mindful of the cost of making calls and should therefore only make calls and spend sufficient time to cover essential business needs.
- 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 as it is considered a serious risk.
- Misuse of the issued device may result in disciplinary action.

- In the event that the mobile phone is lost/stolen, the line manager must be notified immediately in order to block the number. If the employee does not notify the line manager immediately, they will be liable for any costs accrued.
- 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.

### **Damage to ECCLESFIELD PARISH COUNCIL mobile phone:**

Should the device get damaged, this should be immediately notified to the Chairman of Ecclesfield Parish Council or the Proper Officer.

Dependent upon circumstances, the user may be held responsible for wilful damage. Where it is found that the member of staff has been in any way negligent in the possession of an Ecclesfield Parish Council mobile phone and it has resulted in loss, theft or damage, Ecclesfield Parish Council reserves the right to recoup the replacement cost of the mobile phone. Ecclesfield Parish Council will only take such action where negligence can be clearly identified and will take into account any mitigating factors in determining the amount to be charged to the individual. Any proof of negligence may result in disciplinary action.

**Approved by Council 9.1.2020**

**Review date January 2023**