



SAFFRON WALDEN TOWN COUNCIL

Mobile Phone Policy

Version	Adopted Policy Date	Minute Reference	Review Date
1	April 2019	F&E 538-19	2022

Mobile Phones

Employees shall abide by the following rules when operating personal or Council mobile phones:

- i. Employees shall not operate their mobile phones whilst driving. In the event you do not have a hands-free kit for your Council vehicle you must ensure you have stopped the car, parked it safely and turned off the engine prior to answering or making a call.
- ii. Personal calls via a Council's mobile phone must be limited unless the free use of such is authorised by the Town Clerk. This also applies to the use of personal mobile phones during working hours.
- iii. Employees found to be using their Council mobile phone for excessive personal use will be asked to pay for such calls. This will be identified through the Council's mobile phone account. You may be asked to meet the cost of calls that are not council work related.
- iv. In the event your employment is terminated, the Council's mobile phone must be returned with all the existing numbers remaining intact, i.e. the phone's memory must not be erased. Failure to return such equipment will result in the full cost of its recovery and or a replacement charge being made to you.
- v. Council mobile phones must not be left unattended or left on view in Council vehicles, this includes when visiting petrol stations or food outlets.
- vi. Employees shall not use a camera or video function on a mobile phone to take images other than those which are work related matters (whether personally owned or Council owned).
- vii. The sending and/or receiving of "suggestive" text messages or pictures (whether on a personally owned or Council owned mobile phone) is strictly prohibited whilst carrying out your duties.
- viii. Employees found to be continuously operating personal mobile phones, tablets, I Pods / phones, MP3 Players or similar, without permission whilst carrying out their duties, may be subject to disciplinary action being taken against them.
- ix. The theft of a Council mobile phone which is proven to be due to your negligence will result in the cost of such equipment being recovered from you.
- x. All employees must adhere to the Council's vehicle policy & use of mobile phone policy whilst driving.