**WORK PLACE CHAPLAINCY SCOTLAND**

**Listening & caring - in confidence**

**COMPANY MOBILE PHONES**

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

A mobile phone is provided primarily to enable the user to do their job, i.e. to keep WPCS informed at the earliest opportunity of matters which it needs to know about and to be similarly contactable by WPCS, or to contact customers/clients when working away from base. Therefore, it is the user’s responsibility to ensure that the mobile phone is kept charged and switched on whilst on duty.

Users should not sign up to text based information services, e.g. RAC traffic alerts, text voting. The use of the internet on Company mobile phones is for business purposes only, access to Company emails and for other essential Company use.

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 business use.

WPCS 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, WPCS reserves the right to deduct those costs, either through deduction from pay, or otherwise. WPCS may, after formal investigation, take action under the Disciplinary Procedure if such use is excessive or unauthorised. Users will be expected to make payment for private calls made beyond reasonable usage.

If it is found, following investigation, that there has been excessive personal data use, then the user will be asked to reimburse WPCS for the cost of this and action may be taken under the Disciplinary Procedure.

Access to pornographic or otherwise inappropriate sites on WPCS phones may constitute gross misconduct and lead to immediate dismissal.

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

**Use of a Mobile Phone Whilst Driving**

The user must ensure they have full control of any vehicle that they are driving at all times.

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. When the phone needs to be operated to make or deal with a call through the hands free device for longer than receiving or giving a short communication, before doing so the user must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off. Whilst driving they must not use the text message facility on the mobile phone, or if available through such a phone, an image facility or internet access.

Individuals are personally responsible for the payment of any fine or fixed penalty (including any externally raised admin charges) incurred whilst in charge of the vehicle. Any conviction for driving offences, any driving endorsements and any fines incurred must be reported immediately to line management.

It should be noted that a breach of WPCS’s rules on the use of a mobile phone whilst driving may render the user liable to action under the Disciplinary Procedure.

**Lost or Stolen Mobiles**

The user is responsible at all times for the security of the mobile phone and it should never be left unattended. A PIN number should be used on the mobile to enable voicemails to be picked up.

If the phone is lost or stolen, this must be reported to the administrative coordinator immediately (if during working hours), or if out of hours phone O2 direct to ensure that the account is stopped and there is no unauthorised usage.

In the event of theft of a mobile phone, the incident must also be reported to the police and an incident number obtained (please provide this number when reporting the loss to the administrative coordinator).

WPCS reserves the right to claim reimbursement for the cost of the phone, or 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 WPCS and judged at its absolute discretion).

**Support**

Should there be any queries on the use of WPCS mobile, please contact the administrative coordinator to speak to the appropriate person.

**Monitoring of Usage and Costs**

WPCS receives itemised billing for all Company mobile phones and this is monitored on a monthly basis. The billing system identifies all calls, texts and data usage (if appropriate) and the costs related to this, by user, destination, duration, frequency, etc. High or clear personal usage outwith agreed limits, will be reported to line management for investigation (high usage is defined as usage which falls outside of the normal usage pattern for the individual, or outside of the usage pattern in comparison to other similar users).

This monitoring will allow WPCS to identify any areas of potential misuse or training that may be required, or to negotiate with suppliers any necessary changes in tariffs to ensure cost efficiency.

If it is found the mobile has been misused, WPCS may, after formal investigation, take action under the Disciplinary Procedure.

**Mobile Phone Use Abroad**

Company mobile phones should not be used abroad unless previously discussed and agreed with the appropriate Regional Organiser and the Administrative Coordinator.

It is particularly important on Smartphones to ensure that “data roaming” is switched off for any times other than checking Company emails. “Data roaming” charges from abroad (which includes the Isle of Man and Channel Islands) can result in very high level charges, and if it is found that these have been incurred due to personal use or negligence on the part of the user, then the charges may be passed on to the user.

**Anti-Harassment**

Staff must be aware that certain operations that may be performed on mobile phones may breach Company rules and procedures. The sending of text messages or digital images that are or could be deemed offensive is strictly prohibited.

The photographing or filming of fellow employees, residents, visitors or any member of the public without their consent may breach an individual’s right to privacy and could, in certain circumstances, constitute harassment. This is therefore strictly forbidden.

It is against the principles of this Company for any person to be harassed in such a way, and will not be tolerated. Any instance that comes to WPCS’s attention will be investigated. Should a staff member be found to have used a mobile phone in such a way they may be subject to the Disciplinary Procedure, which could include dismissal.

If an individual feels they have been a victim of this form of harassment, they should bring this to the attention of line management immediately.