



Lostwithiel Town Council

Staff Mobile Phone Policy

1. Introduction

Lostwithiel Town Council recognise that mobile phones, particularly smartphones have become an integral part of everyday life. The following guidance sets out the rules for using mobile phones and other devices e.g. tablets whilst at work. Where a mobile phone has been issued by Lostwithiel Town Council it is for Town Council business use only and at all times remains the property of the Council.

2 This policy applies to all of our employees.

Despite their benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phones at work may: -

- Get distracted from their work and impact employee performance
- Appear unprofessional to Council Members and members of the public
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of their mobile phone/company-issued phone and/or misuse of our Council's internet connection.
- Cause accidents when they illegally use their phones inside vehicles whilst on Council business.

3. General Mobile Phone Policies

- Using your personal mobile phone during work hours is only allowed in exceptional circumstances. For example, in times of 'emergency' or with permission from the Town Clerk.
- Council issued phones must only be used for Town Council business purposes.
- Using a mobile phone's camera or microphone to record confidential information is strictly prohibited.
- Hand held mobile phones are not to be used for any reason while driving a vehicle whilst on Council business.
- Downloading or uploading inappropriate, illegal or obscene material on a mobile phone using the Council's internet connection is also prohibited.
- Using a personal mobile phone during a break time is permitted as long as it does not interfere with any Council activities, cause a distraction or disturb a colleagues' break period.
- Personal mobile phones must be switched off or kept on silent whilst at work.

- Employees should not use Council facilities to charge personal devices.
- Lostwithiel Town Council will not be held liable for the loss of or damage to personal mobile phones brought into or used in the workplace by employees.
- Lostwithiel Town Council reserves the right to monitor an employee's mobile phone usage in the workplace at any time.

4. Enforcement of the Policy

Compliance with this policy is a management issue.

Non-adherence with the policy on Town Council premises is a disciplinary issue which will be investigated using the Disciplinary Procedure.

Using your mobile phone in a manner to cause the following will be classed as gross misconduct.

- Causing a security breach.
- Violating any other Council Policies.
- Causing an accident