



Belper Town Council

Mobile Phone Policy

Belper Town Council's phone policy offers general guidelines for using personal mobile phones during work hours.

The purpose of this policy is to allow all staff to use their own personal mobile phones for work purposes while minimising distractions, accidents, and frustrations improper mobile phone use can cause.

The use of the staffs own mobile phones for work purposes will allow staff members to be contactable outside of work hours for urgent issues and the phones can be used to take photographs etc. in addition, staff therefore only have to carry around one mobile phone rather than two phones during work days.

Mobile Phone Use Guidelines:

The following are the Council's basic guidelines for mobile phone use during work hours. In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from work tasks.

- Never use a mobile phone while driving.
- Never use a mobile phone while operating equipment.
- Do not use mobile phones for surfing the internet or gaming during work hours- except during break times.
- Do not use mobile phones during meetings.
- Do not use mobile phones to record confidential information.

Staff can use mobile phones during work hours:

- For making or receiving work calls in the appropriate place and situation to do so.
- For other work-related communication, such as text messaging or emailing, in appropriate places and situations.
- To take photographs for work purposes.
- To schedule and keep track of appointments.
- To carry out work-related research.
- To keep track of work tasks.
- To take urgent personal calls

Disciplinary Action:

Improper use of mobile phones may result in disciplinary action.



Belber Town Council

Confidentiality:

The Council will only give out personal mobile numbers with the member of staff's consent.

Contact to be made only during working hours and outside working hours only in an emergency.

Payment:

The Council will pay the staff £10 per month for the use of their personal mobile phone. This will be declared as required for income tax/national insurance purposes.