

## **Standard Phone Policy For Employee Handbooks**

### **1.1 PHONE USE**

- 1.1.1** Telephone calls of a personal nature should normally not be accepted during working hours unless in the case of an emergency.
- 1.1.2** Employees' personal mobile telephones must be on silent during working hours. Employees should normally restrict personal mobile telephone calls and text messages to their rest breaks.
- 1.1.3** On an occasional basis you agree to be contacted outside working hours by the [Entity] and/or clients and customers to assist with operational matters.
- 1.1.4** You may be provided with a mobile telephone in order to assist with the proper performance of your duties. The mobile telephone remains the property of the [Entity] who reserve the right to withdraw its use and it must be returned to the [Entity] on the termination of your employment. The mobile telephone is your responsibility and if it is lost you will be responsible for the replacement cost.
- 1.1.5** You are permitted to make and receive personal telephone calls on any mobile telephone issued to you, but this must be kept to a minimum. If the [Entity] considers that there has been improper use, you may be required to meet the cost of any calls that are not business related and such costs may be deducted from your remuneration.