

# Staff Mobile Phone Policy



Lancaster Training Services Ltd 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.

## This policy applies to all 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.
- Appear unprofessional to our customers
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of their mobile phone/company-issued and/or misuse of our Company's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles.

## 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 Training Manager/Assistant Training Manager.
- Company issued phones must only be used for business purposes.
- Do not use your mobile phone's camera or microphone to record confidential information.
- Do not use mobile phones for any reason while driving a company vehicle.\*
- Do not download or upload inappropriate, illegal or obscene material on a mobile phone using the Company's internet connection.
- Using your personal mobile phone during break and lunch time is permitted as long as it does not interfere with any company activities, cause a distraction or disturb a colleagues break period.
- Personal mobile phones must be switch off or kept on silent when training – this includes classrooms, vehicles and reversing in the yard.

## Disciplinary Action

LTS retains the right to monitor employees for excessive or inappropriate use of their mobile phones. If it is considered that an employee's phone usage is excessive, is causing a decline in productivity or is interfering with any other aspects of Company operations, then disciplinary action may be taken.

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

- Cause a security breach.
- Violate LTS' Privacy Policy.
- Cause an accident by recklessly using their phones.

\*Using a mobile phone whilst carrying out a driving lesson is not only a distraction for you and your trainee, but you are contravening 'The Road Vehicles (Construction and Use) (Amendment) (No. 4) Regulations 2003', which states:-

(3) No person shall supervise a holder of a provisional licence if the person supervising is using -

(a) a hand-held mobile telephone; or

(b) a hand-held device of a kind specified in paragraph (4), at a time when the provisional licence holder is driving a motor vehicle on a road.

A handwritten signature in black ink that reads 'Richard W Little'. The signature is written in a cursive, slightly slanted style.

Richard W Little – Chairman

### Document Control

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