

Mobile Phones Policy

Personal mobile Phones or Similar Devices at Work

Personal phones at work are not permitted to be used unless in an emergency, other than in your own time such as a break. Mobile phones are a distraction in the workplace; therefore, you are requested to leave your personal mobile phone in your desk draw / coat etc.

Personal mobile devices are not permitted to be used for business unless authorised. I.E. you have agreed to be contacted by a member of backline office staff for the purpose of business, such as to be contacted out of hours.

You cannot place your Backline email account or any other software on your personal phone, (or any other personal IT device) such as company Facebook / X formally twitter etc.

Company supplied mobile Phones or Similar Devices at Work

Company supplied mobile phones cannot have any of your personal software installed such as your own personal Facebook, X formally etc.

When attending any meetings please have your devices on silent.

DRIVING ONLY

Mobile phone while in a company / client supplied vehicle

Handheld mobile phones (Company issued or personal) must not be used whilst driving, even when stopped at traffic lights or in a queue. The ONLY exception, however, is to phone the emergency services on 112 or 999.

A member of staff or field worker who uses a company - client supplied mobile device in a company or client supplied vehicle is prohibited from using a mobile phone, even with a hands free device while driving, whether the business conducted is personal or company-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the company; or any other company or personally related activities not named here while driving. Use of company / client owned vehicles or devices for personal business is not permitted.

Research has indicates that mobile phone use while driving is dangerous & maybe Illegal and may even approach the equivalent danger of driving while drunk.

NB If you need to make or receive a call you must be stationary in a safe place, your engine must be switched off and your keys out of the ignition to remain legal, unless at this time you're using hands free, while stationary.

