



**PERSONAL MOBILE PHONE  
USAGE**

# Personal Mobile Phone Usage for Elected Members and Bunbury Harvey Regional Council Staff

Version 01

DRAFT

Policy Name	Personal Mobile Phone Usage
Last Reviewed	18 July 2017
Amendments	
Adopted by Council	
Revision Date	18 July 2019

## **Policy**

The intent of this policy is to provide clear direction to staff, visitors and contractors undertaking activities at the Stanley Road Waste Management Facility and the Banksia Road Organics Processing Facility in the use of personal mobile phones.

This policy also applies to the use of mobile phones while in a BHRC owned motor vehicle on private and public roads as covered by the Road Traffic Act.

## **Objectives**

Bunbury Harvey Regional Council (BHRC) recognises that in some circumstances employees may need to make or receive personal telephone calls. The objective of this policy is to ensure that personal mobile phone usage is kept to a minimum.

General, non-urgent personal mobile phone usage is distracting and is not permitted during paid working time.

## **Policy Detail**

Despite the benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phone excessively may:

- Get distracted from their work
- Disturb colleagues by speaking on their phones
- Cause security issues from inappropriate use
- Cause accidents when they illegally use their phones inside company vehicles.

Excessive use of personal mobile phones, or company landline phones for personal reasons, can interfere with an employee's productivity and be distracting for others. Employees should restrict their personal calls during work time by only using their mobile phones during scheduled breaks or lunch periods.

Employees are asked to ensure that family and relevant parties (for example, childcare facilities and schools), understand that BHRC has a mobile phone policy and should only contact an employee in an emergency during business hours.

BHRC will not be liable for the loss of, or damage to personal mobile phones brought into the workplace by employees.

BHRC management reserves the right to monitor an employee's mobile phone usage within the workplace at any time. Disciplinary action may be initiated by management if it is deemed that an employee's usage of personal mobile phones is inappropriate or impacting on an employee's performance in the workplace.

Whilst at work, BHRC employees may not use their personal mobile phones for:

- Nonemergency text and phone calls
- Playing games
- Online activities such as Facebook, Twitter etc.
- Taking photos or recording confidential BHRC information
- For downloading or uploading inappropriate, illegal or obscene material using a corporate internet connection.

Employees must not use a mobile phone while operating a motor vehicle unless an approved Hands-free kit has been installed.

## **Disciplinary Consequences**

If an employee's phone usage is deemed inappropriate or excessive, disciplinary actions may be imposed.

If the employee usage causes a decline in productivity or interferes with BHRC operations that employee may be banned from using their mobile phone during working hours.

If an employee causes a security breach, violates our Code of Conduct Policy or causes an accident by the reckless use of a personal mobile phone, further disciplinary action may result in a Letter of Warning.

## **Further Information**

- *Local Government Act 1995*
- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *Workplace Relations Act 1996*
- *Privacy Act 1988*

## **RELEVANT POLICIES**

- *Occupational Safety & Health*
- *Quality Management Systems*
- *Code of Conduct 2016*
- *Complaints Management Policy*

DRAFT