

ColArt

Mobile Telephone Policy

1. Introduction

- 1.1 This document is intended to define in a clear and straightforward manner the conditions under which the ColArt's Mobile Telephone resources may be used.

2. Purpose

- 2.1 ColArt provides mobile telephones and services for exclusive use of its employees to assist staff in the performance of their duties and improve communications.

It is the purpose of this policy to facilitate the effective management and administration of costs of business calls relating to the ColArt's Mobile Telephone resources.

3. Scope

- 3.1 This policy applies to all ColArt Group employees who have been issued with a Mobile Telephone resource for business use.

4. Policy Operation

The Policy will be operated in accordance with the following rules:-

User Awareness

- 4.1 The use of the mobile phone is only for Company related business calls wherever it is not practicable to use a ColArt landline.
- 4.2 All users of mobile telephones will be required to sign the Mobile Telephone Policy acceptance form and return it to the IT Department before access to mobile telephone resources is granted.
- 4.3 All mobile phones, Smart phones or tablets remain the property of ColArt. ColArt may choose to re-call or re-deploy that equipment at any time. Under such circumstances the device may also be wiped clean of any information on the device, and may not be recoverable.
- 4.4 iPhone devices will be configured for access to email, calendars, contacts etc. with your ColArt credentials only.

If you have been issued an iPhone or iPad and you have a corporate laptop then you may download and install iTunes yourself. However, the following stipulations apply:
 - a. Use of the device for private for music, video, and apps is permissible but will be controlled via a personal iTunes account.
 - b. If you don't have an Apple ID you can create one, but NO ColArt IDs (email addresses) or corporate credit cards are to be associated with iTunes accounts for any reason. ColArt does not want to be charged for music, video or apps.
 - c. Any applications that you download, be they free or purchased are the responsibility of the individual downloading them.
 - d. If you do need an app for work purposes, then you should discuss that requirement with your management, and make an expense claim to be reimbursed as you would for other personal expenditure for work purposes.
 - e. Music, films, applications or any other associated free or purchased items downloaded onto the iPhone are not to be backed up or saved to any corporate networked servers in any location due to lack of space.
 - f. The primary purpose of these devices is for corporate use. For the management of these devices and to maintain corporate security, a remote wipe may be required and performed without prior warning or individual consent. As personal content on the device could be at risk. Take appropriate action to ensure that your corporate and personal content is backed up. ColArt will accept no responsibility for the loss of any personal content stored on the corporate device if a remote wipe is required for the protection of our corporate networks, or in the event of a device failure.
- 4.5 Call charges for and the monthly line rental will continue to be paid for by the ColArt in the normal manner. However, these charges will be placed against individual cost centres.

**Responsibilities
of Users**

- 4.6 Employees are required to take good care of the mobile device and take all reasonable precautions to ensure that the device is not damaged, lost or stolen.

Employees are required to keep mobile telephones clean, and in serviceable condition to the best of their ability, and report all irregularities immediately to the IT Department.

There are a number of built in protection mechanisms that the user will need to enable:

- a. Activate the keypad lock;
- b. A PIN code should be used to lock the telephone so that if the telephone is subsequently stolen or lost a PIN code must be used to unlock.
- c. On iPhones enable 'Erase Data' to protect corporate information if lost or stolen.

Mobile devices must not be left in unattended vehicles.

In the event that the device is stolen or lost, staff will be expected to report the theft/loss to the IT Department as soon as you discover the loss +442084243333. The IT Department will put a complete block on the device to ensure that it cannot be used.

Additionally, employees will be expected to contact the Police as soon as the loss is discovered and report the incident. Ensure that you receive an incident reference number from the police.

They should also inform their Line Manager and the IT Department and provide details of:-

The date of the theft or when the phone was lost

The Police station to which it was reported and the incident number

The IT Department will organise for a replacement handset and SIM card.

On the first working day after the incident compile a detailed report on the circumstances surrounding the loss/theft and send a copy to your Line Manager and IT Department.

- 4.7 Mobile devices in need of repair should be returned to the IT Department who will return them to the supplier for repair or replacement. It should be noted that manufacturers' warranties do not normally cover damage caused by misuse or neglect.

Where:

- a. a specific event in a policy is contravened with financial cost to ColArt (e.g. knowing a mobile phone has been stolen, failing to report it and this results in calls being made from it) or
- b. if a repeat event occurs (e.g. loss or damage a second time to a mobile phone)

and it is agreed that carelessness or negligence on the part of the employee caused the loss or misuse, the ColArt reserves the right to pass the costs on to the employee.

- 4.8 Mobile devices usage should be able to withstand public scrutiny and/or disclosure. ColArt staff should not use mobile telephones in a way that could defame, harass, abuse or offend individuals or organisations.

Use of Mobile Telephone Whilst Driving

- 4.9 The Road Vehicles (Construction and Use) (Amendment) (No.4) Regulations 2003 came into force to prohibit drivers using a hand-held phone, or similar device, while driving. It also made it an offence to "cause or permit" a driver to use a hand-held mobile phone while driving. This means that an employer could be liable if they expect employees to use a hand-held phone while driving.

The following rules will therefore apply whilst driving:-

- a. Do not make a call, listen to a message or answer a call while driving.
- b. If you have a passenger, let them make or answer the call.
- c. If you are about to drive alone, always set your mobile to voicemail to take calls.
- d. If the phone rings while you are driving, let the voicemail take the call.
- e. If you want to make a call or respond to a message, find a safe place to stop and turn off the engine.
- f. Whilst the use of hands free kits is not illegal they can be a distraction. If you are found not be in control of your vehicle whilst using a hands free kit, you could be prosecuted. ColArt therefore discourage the use of hands free kits.

Health Risks

- 4.10 Employees should be aware of the possible health risks associated with excessive use of mobile telephones.

Monitoring

- 4.11 You should be aware that ColArt receives fully itemised records for all mobile telephones. ColArt recognises the employees' general rights of privacy, but ColArt reserves the right to monitor use where:-

It is reasonably justified and/or there are legitimate reasons for doing so.

- 4.12 Where the ColArt has concerns, this matter will be referred to the relevant Head of Department.

Procurement

- 4.13 To order an additional mobile device, written confirmation must be provided by the appropriate Budget Holder, together with full cost centre codes that any hardware charges are to be paid from.

5. Responsibility

Employee

- 5.1 All those persons referred to within the scope of this policy are required to adhere to its terms and conditions. Failure to adhere to this policy will be considered to under the Company's Disciplinary & Dismissal Procedure.

Management

- 5.2 The Company is responsible for ensuring that this policy is applied equitably. Any queries on the application or interpretation of this policy must be discussed with the HR/IT Department.

This policy will be amended from time to time in response to changing circumstances as telecommunications develop and in response to operational and legislative requirements.

ColArt will do its best to ensure that individual users are made aware of these changes when they occur.

The most current version of the policy will however always be available from the HR Department. As a condition of use, it is the responsibility of users to ensure that they keep up-to-date with the latest requirements of the policy.

IT Department

- 5.3 The HR and IT Department have the joint responsibility for ensuring the maintenance and regular review of this policy.

Next review: July 2013