

## Introduction

ABCA Systems Ltd provide mobile devices, mobile computing equipment and mechanisms to access its network remotely to authorised employees, with a clear business need for access. Employees must not use their own equipment for work without the express authorisation of an appropriate manager.

Any member of staff allowing access to any unauthorised persons deliberately or inadvertently may be subject to disciplinary action.

## Scope

This policy applies to all permanent, temporary or contracted staff employed by ABCA Systems Group Ltd. who are provided with mobile devices.

## Responsibilities

- All employees in possession of company equipment have a responsibility for its care, maintenance and correct use.
- Line managers are responsible for monitoring compliance and liaising with the Fleet & Asset Manager in relation to requirements and approvals.
- The Fleet & Assets Manager is responsible for ordering, issuing and recording mobile devices.

## Policy

### Work mobile telephones

Work mobile telephones are provided at the discretion of the organisation on the basis of business need, and must be returned to the organisation on the last day of your employment.

Mobile telephones may only be used for private purposes during working hours in the case of an emergency. Otherwise a work mobile must be used for work purposes only.

The safeguarding of your work mobile telephone is your responsibility. Do not leave it in a visible place such as in an unattended car. Loss or damage of a work mobile telephone should be reported to the Fleet & Assets Manager. You will be responsible for the cost of repair or replacement if a work mobile is lost, damaged or stolen.

### Mobile phone etiquette

Be considerate in your use of your mobile telephone. Turn it off when its use could be distracting, for example during meetings and training sessions.

Observe any restrictions imposed by other organisations on the use of mobile telephones, including requests to turn them off.

### Driving

Drivers should concentrate on driving and avoid distractions. Answering and making telephone calls, sending text messages and accessing the internet are all distractions and in certain circumstances could amount to the offence of driving without care and attention or even dangerous driving.

It is a criminal offence to use a hand-held mobile telephone or similar device while driving.

All hand-held mobile telephones should be switched off/placed in silent mode and not answered until you reach your destination or have stopped in a safe place.

### **Laptops & other devices**

Laptops and other devices, such as tablets, will be provided to individual employees based on clear business requirements. Storage devices (USB, external hard drives etc.) may also be provided to support data backup and recovery items to laptop users. The use of all such devices shall be in line with ITPO1 Acceptable Use Policy.

Employees provided with a device must:

- Not install software or hardware without the approval
- Ensure the physical security of laptops and storage devices at all times
- Ensure they are familiar with all relevant policies and procedures related the use of such equipment such as the Acceptable Use Policy
- Contact Smart IT or the Fleet & Asset Manager to report any problems or lost/stolen items.

You will be responsible for the cost of repair or replacement if you damage or lose any work device.

Where storage devices are provided, they are subject to the same control as other mobile devices and must be used in line with this and all other relevant policies.

### **Monitoring**

Where monitoring of mobile devices is carried out this is in ABCA's legitimate interests and is for the purpose of ensuring employees are using devices in accordance with relevant policies and to monitor costs.

Monitoring will normally be conducted by the Fleet & Asset Manager. The information obtained through monitoring may be shared internally, including with members of the HR team, an employee's line manager and managers in the business area in which the employee works. However, information would normally be shared in this way only if the organisation has reasonable grounds to believe that a work mobile telephone has been misused.

The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

### **Breach of this policy**

Breach of this policy will be treated as misconduct. Whether it is minor or gross misconduct will depend on the circumstances, but employees should expect breach of the driving provisions to be gross misconduct.

If employees have been issued with a mobile device, breach of the policy could result in its being withdrawn.