

Mobile Phone

POLICY AND PROCEDURE

Purpose

The purpose of this Policy is to provide employees of Subee Pty Ltd ('Subee') with guidelines regarding the appropriate use of their Subee supplied mobile phone and private mobile phones used during the course of performing duties in Subee's business.

Application of this Policy

This Policy applies to all employees of Subee. This policy does not form part of an employee's contract of employment.

SubeeNewlake Mobile Phones

An employee may be eligible to have a mobile phone if, in the view of Subee, it is deemed necessary for the appropriate performance of their position. For example, if the employee's duties require them to spend time out of the office and/or to be contactable outside the normal hours of work.

Alternatively, Subee may reimburse an employee for the cost of business-related phone calls made from their personal mobile phone in circumstances where the employee is not provided with a Subee mobile phone.

Work Related Usage

The mobile phone is provided primarily to allow contact with the employee by other employees or customers or to enable the employee to contact Subee and its customers.

Employees must not use the mobile phone while operating a motor vehicle unless a 'Hands-free Car Kit' is installed in an employee's vehicle.

Employees who have been provided with a mobile phone with email and internet access must comply with Subee's policies dealing with email and internet access where relevant.

Non-Work-Related Usage

A Subee mobile phone is provided predominantly for work purposes. Therefore, private usage of the mobile phone should be kept to a minimum.

If Subee believes an employee is using a Subee mobile phone irresponsibly or unreasonably, then the employee may have the phone removed or be requested to reimburse Subee for excessive personal calls.

In those circumstances, the employee's phone use will continue to be closely monitored until a more reasonable proportion of business versus private use is achieved.

An employee must not use the device in any way that may damage the legitimate interests of the Subee's business and employment relationships.

Voicemail

An employee must activate the voicemail set up on their phone supplied by Subee so that calls divert to voicemail when unanswered or busy. Missed calls should be returned in a timely manner (i.e. within 2 hours) and employees should ensure they clear their voicemail regularly. Voicemail set up on Subee mobile phone should say 'Hello, this is (name), (title) of Subee. I am unable to take your call right now so please leave your name, number and a short message and I will return your call shortly'. This message should be modified if an employee is on leave.

Lost, Stolen Or Damaged Phones

Subee expects all employees who have been allocated mobile phones to take the utmost care and responsibility for them.

If a phone is lost, stolen or damaged, it should be reported to the HR Coordinator as soon as that event occurs. Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for replacing the phone if the loss, damage, or theft was caused or contributed to by the employee's lack of care.

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Return of Company Mobile Phone

On termination of employment or otherwise at the request of Subee, an employee who has been issued with a Subee mobile phone must return the phone to the HR Coordinator. Any battery chargers or other accessories supplied by Subee for use with the mobile phone must also be returned.

Use of Mobile Phones in the Office

If customers expect to find an employee on their Subee's mobile phone rather than on a regular fixed telephone in the office, then the Subee's mobile should be kept on, even when in the office.

In circumstances where a fixed telephone is available to make outgoing calls then use of the mobile phone for that purpose is discouraged.

Work Health and Safety

The use of mobile phones in certain parts of the workplace and in vehicles can create unsafe situations or potentially unsafe situations.

It is illegal in all Australian states and territories to use a hand-held mobile phone while operating a vehicle. This includes, but is not limited to, talking, texting, or using any other function of a mobile phone whilst the vehicle is operating

Supervisors and managers may issue general notices or particular notices to staff regarding the use of mobile phones if they perceive a real or potential work health and safety risk.

Staff are required to comply with such orders, directions and notices issued by supervisors or managers.

Use Employee's Mobile Phone Business Purposes

With the agreement of Subee, an employee may use his or her own mobile phone in connection with Subee's business according to the terms agreed with Subee.

When this occurs, Subee will pay the cost of those calls on the completion of an 'expenses claim form' by the employee. The form must be submitted with copies of mobile phone invoices for the relevant period, identifying those calls that are work related.

When using his or her own mobile phone on Subee's business, an employee must not use the device in any way that may damage the legitimate interests of the Subee's business.

If an employee is permitted to use his or her own mobile phone in connection with Subee's business, then Subee may require the employee to produce any records arising out of or in connection with work related use of that employee's own mobile phone, including for the purposes of justifying any claim for reimbursement.

Use and Disclosure of Records

Subee may use and/or disclose any records arising out of or in connection with the use of a Subee mobile phone or work-related use of an employee's own mobile phone, including where that use, or disclosure is:

- (a) For a purpose related to the employment of any employee or related to Subee's business activities; or
- (b) Use or disclosure to a law enforcement agency in connection with an offence; or
- (c) Use or disclosure in connection with legal proceedings; or
- (d) Use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any Person or substantial damage to property.

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An employee is taken to have consented to the use and disclosure of any record arising out of or in connection with the use of a Subee mobile phone or work-related use of an employee's own mobile phone.

Personal Mobile Usage

Personal phones should not be used for making calls, texting, surfing the internet, social networking or playing games during working hours. They should be switched to silent and secured in a suitable location.

Personal phones should only be used for non-work purposes during official break times or in the case of an urgent call needing to be made that cannot wait.

If an employee needs to make or take a call of a personal nature during working hours, they should seek permission from their line manager and do so in a quiet area to avoid disturbing colleagues or residents.

Staff should never use their personal phones to take pictures of clients.

Staff must not use social networking sites such as Facebook on their personal phones while at work. When they do use such sites outside of work time, they should refrain from discussing work issues or engaging in gossip about work. Such behaviour is unprofessional and can lead to breaches of confidentiality.

Enforcement

Employees must comply with the requirements of this policy. Any breach of this policy may result in disciplinary action which may include termination of employment.

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension from using a mobile phone for Subee's business whether permanently or on a temporary basis.

Variations

Subee reserves the right to vary, replace or terminate this policy from time to time.

Associated documents

- Code of Conduct
- Professional Boundaries
- Privacy and Confidentiality Policy

Workplace participant acknowledgement

I acknowledge that:

- Receiving the Subee Policy;
- That I will comply with the Policy; and
- That there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name:

Signed:

Date:

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