



Thornaby Town Council **Mobile Telephones Policy**

Mobile telephones must not be used at all during working hours; mobile phones must either be turned off or switched to silent mode whilst at work.

Employees must not make or receive telephone calls or send text messages during working hours.

Any employee wishing to leave their mobile telephone on for emergencies during working hours must only do so with the prior permission of the relevant Councillor.

Any employee found to be using their mobile telephone during working hours may face disciplinary action.

Town Council Mobile Telephone Usage

The office mobile must only be used during working hours when an employee leaves the office for work related business. This allows the employee to keep in contact with the office if and when required. This also allows the office to keep in touch with the employee.

The office mobile phone must not be used at all for inside and outside of working hours unless:

It is a Council event. This allows the employee to keep in contact with person(s) involved in the event or person(s) can contact the employee

For personal phone calls

The office mobile when not in use unless being used for council events or work related business must be kept in the office

Date of policy: 2019	Approving committee: Full Council Meeting	Date of committee meeting: Dec 2019
Reviewed	Approving committee:	Date of Committee meeting:



In case of sickness/long term sickness, if an employee has for whatever reason the office phone in their possession, the mobile phone must be returned to the office within 3 working days.

— Policy ends here —

Date of policy: 2019	Approving committee: Full Council Meeting	Date of committee meeting: Dec 2019
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