

# MOBILE PHONE POLICY

## Introduction

The Company has a strict Mobile Phone Policy in which all employees must adhere to at all times. This company policy outlines what our expectations are when it comes to the use of mobile phones whilst at work. In some way or another, depending on your position in the company, there may be at times whereby the use of a mobile phone will be required.

## Scope

This policy applies to all of our employees. Please note that this policy does not incorporate our social media/networking procedure (see Employee Handbook for this policy).

## Positive Confirmation

Due to the nature of our Business there may be times whereby your line manager or supervisor is not on site/working that day. Therefore, you may be required to send evidence of completed work to your group WhatsApp chat. This is to ensure that your line manager and fellow colleagues know what work has been completed. This prevents duplicate working being complete and vital tasks being missed. When you are not in work or working that day, we ask that employees mute all work chats. A day off is a day off. Any messages you may have missed during your time off should be read at the start of your shift as to prepare you for that day.

## Policy Elements

The following rules always apply;

- All personal calls must be taken either before or after your shift. If you decided to take calls during your lunch break then this must be done within your allocated break allowance and be out of view of customers.
- All personal mobile phones must only be used for work purposes only whilst on shift.
- All mobile phones must not be kept on front counter or around the till area (if applicable).
- Do not use a mobile phone whilst near any fuel pumps.
- All positive confirmation activities/ requests set out by your line manager as a part of your role must be adhered to.
- Do not remove the work phone from them premises. If removed without prior authorisation this will be treated as theft and dealt with accordingly.

## Disciplinary Consequences

When an employee disregards this Mobile Phone Policy, the appropriate disciplinary action will be taken. In the first instance you will be (depending on what element of the policy you have disregarded) given a verbal reminder of the Mobile Phone Policy. This will be kept on file and could be used as further evidence if employees continue to repeat this failure to comply. Should there be any recorded repeat of this conduct may be subject to formal disciplinary action.

## Termination of Employment

On the termination of your employment you are required to return any company property you are in possession of. This should be returned within five days of your termination.