

# Watling Tyres Telephone Policy

## 1. Mobile Phones

- 1.1 The provisions of this policy apply where the Company has agreed to provide you with a mobile phone for the better performance of your duties.
- 1.2 You must take good care of the mobile phone and ensure that it is kept safe and in a serviceable condition. If it is not functioning properly you must inform your Reporting Manager as soon as is reasonably practicable. If the mobile phone is lost or stolen you should report it immediately to your Reporting Manager and to the local Police so a crime number can be obtained and appropriate action taken.
- 1.3 Whilst the Company permits essential personal telephone calls, excessive use of any mobile or other phone for personal calls is prohibited.
- 1.4 Use of the mobile phone whilst driving is expressly prohibited unless you are using a hands-free kit.
- 1.5 A breach of paragraph 1.3 or 1.4 above will constitute a disciplinary offence and will be dealt with under the Company's Disciplinary Procedure.

## 2. Identifying personal calls

- 2.1 The Company operates the mobile phone on a monthly contract basis.
- 2.2 The Company will receive a monthly itemised list of calls from the service provider from which you must identify your personal telephone calls if the invoice is deemed excessive by your Reporting Manager. If the cost of your personal calls is excessive (more than £5.00), the cost of these calls will be deducted from your salary/wages, in accordance with your contract of employment.