



Policy No: JSD/HR/25	Authorised by: Davina Powell	Review Date:
Policy Date: 7th September 2023		Date of Next Review: 7th September 2024
Use of Personal Mobile Phone		

Introduction

This policy applies to all SJD Homes employees.

SJD Homes recognise that mobile phones, particularly smartphones have become an integral part of everyday life. Despite their benefits, personal mobile phones may cause problems in the workplace.

Employees who use their mobile phones at work may:-

- Get distracted from their work.
- Appear unprofessional to our Young People and professionals we encounter whilst in work
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of their mobile phone/company-issued and/or misuse
- of our Company's internet connection.
- Cause accidents when they illegally use their phones whilst using a vehicle.

The Policy

Staff are not permitted to use their personal mobile phone during work hours. On arriving at work staff must leave their mobile phone in their lockers which are provided.

Using your personal mobile phone during break and lunch time is permitted as long as it does not interfere with any company activities, cause a distraction, or disturb a colleagues break period. It must be returned to the locker at the end of the break.

It is recognised that staff like to have their mobile phones available in case of emergencies. We would encourage you to ensure that you give the home's numbers to family members in case of emergencies.

The numbers are as follows:

Wiverton Road

0203 560 4262

07359074484

Breaches of this policy could lead to disciplinary action being taken against you. Using your mobile phone in a manner to cause the following will be classed as gross misconduct.

- Cause a security breach.
- Violate SJD Homes Privacy Policy.
- Cause an accident by recklessly using their phones