



Policy No: SJD/ORG/27	Authorised by: Davina Powell	Review Date: 2 nd November 2023
Policy Date: 12th April 2021		Date of Next Review: 1 st November 2024
PORTABLE DEVICES		

Overview

Mobile equipment can be expensive, and the risk of damage is high therefore this policy aims to set out the responsibility of SJD Homes to provide suitable equipment for you and also your responsibility for the upkeep and condition of the device as the end user.

Criteria

In order to qualify for mobile equipment, you must have a genuine business need in the daily duties of your job role and this requirement must be pre-authorised by your Line Manager, Operations Manager or Director.

Equipment

We have selected appropriate equipment for the business dictated by job need. The mobile phone and laptop models we have selected will run an Android operating system.

As your device will have access to your SJD Homes email account we will agree a pin/pass code for the device. Do not change the agreed pin/pass code for your device.

The device comes with a charger. These items will only be issued once with all devices. If lost or damaged the replacement costs may be charged to the individual.

Hardware and physical device support can be raised via email at info@sjdhomes.org.uk or via phone 020 3560 4262.

Faults and Damage

It is your responsibility to ensure that all issued equipment is kept secure and in good condition.

Please report any faults or damage via email at info@sjdhomes.org.uk or via phone on 020 8660 2585 at the earliest opportunity and we will endeavour to resolve them as quickly as possible. A statement may also be required.

We reserve the right to charge for devices as per the table below if damage is caused or the device is lost, where it is deemed to be the fault of the end user..

First Year: The item should be replaced by you on a like for like basis

Second Year Onward:

Device Type	
Standard Mobile Phone	£50.00*
Premium Mobile Phone	£100.00*
Laptop	£150.00*
Notebook	£50.00*

*All the above charges are estimates, and actual costs may vary.

When it is intended to make any such deductions from your salary you will be notified in advance and invited to make any representation you may wish about the matter, including the frequency and the amounts of deduction in line with your contract of employment.

Returns and Leavers

All SJD Homes' equipment must be returned if it is no longer required, or the employee has left employment. Subject to the provisions of the *Employment Rights Act 1996* we reserve the right to deduct from the employee's salary any amount required to replace equipment, on a used for new basis, that is not returned when leaving the company.

Device Allocated	
Type of Equipment	
Serial Number	
Date Received	
Additional Equipment eg. bag, charger, mouse etc.	
Print Name	
Signature	
Issued by (Print Name)	
Signature	
Device Returned	
Serial Number	
Date Returned	
Print Name	
Signature	
Received by (Print Name)	
Signature	

OTHER RELEVANT POLICY

E-Safety. SJD/ORG/16