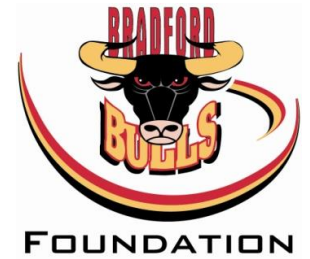


# Bradford The Bradford Bulls Foundation Mobile Phone Policy

Date Created; 03 April 2018

Date Approved

Date to Revise



This policy provides clarity in relation to the expectations, about the use of mobile phones in the workplace, particularly whilst operating a vehicle.

It is a criminal offence to use a mobile phone or handheld device whilst driving, for which you may be prosecuted.

A breach of this policy will be considered as misconduct; in some cases where a serious breach has occurred, this may be deemed to be gross misconduct and may lead to summary dismissal.

Hands free kits may be used, but they are ultimately a distraction. Workers may be prosecuted for careless driving if the police believe they are not in control of the vehicle. When using a hands-free kit, consider the following:

- Make the caller aware that you are driving and ask if they can call back later if their call is not critical
- If the call needs to be taken, keep the conversation brief. Consider pulling the vehicle over to a safe and legal position to take the call
- Ensure that you are fully prepared for the journey e.g. phones or hands-free kits are plugged in.

Workers found using personal mobile phones to send inappropriate text messages, emails or any other form of communication which someone else may find offensive or unwanted may be subject to disciplinary action (refer to the Confidentiality, Disclosure and Social Media policy).

It is Company policy to not store client details in your mobile phone or device.