

MOBILE PHONE POLICY

Brilliant Hygiene Services hereinafter referred to as 'the Organisation' is committed to providing a superior service to its clients. As such the Organisation does not permit the use of mobile phones whilst working on shift at client's premises.

PURPOSE

This policy is applicable to all employees of Brilliant Hygiene Services Ltd ("the company"), the purpose of the Mobile Phone Policy is to ensure that all staff, members, volunteers and users understand the company's requirements in relation to the use of mobile phones, PDA's, Smart Phones and other similar technology.

PRINCIPLES

- Mobile Phones and other devices play an important role in our ability to plan work with staff, managers, members, volunteers as such we recognise their effectiveness as a communication tool.
- Using a mobile phone whilst cleaning is a distraction to the core task. It's use whilst cleaning can cause our clients to question our effectiveness to complete the tasks which they are paying us to complete.
- Where clients operate around sensitive data or have vulnerable groups operating on their premises mobile phones may be prohibited.

For the purpose of clarity, the Organisation has created the following rules which must be adhered to by all staff, managers, members and volunteers:

- Mobile phones are not permitted to be carried on shift whilst you are working with the following exceptions:
 - On your break (if you have one).
 - If you are part of the management team and are carrying out audits.
 - If you are a lone worker.
 - If there is a genuine reason why you must keep your phone on your person. This will need to be agreed by your line manager prior to you starting shift.

NON-ADHERANCE

Breaches of this policy will be dealt with under the Grievance and/or Disciplinary procedures as appropriate.

Signed:

Ian Campbell
Managing Director

December 2019