



Mobile Phones

Please use the Students' Union's phones for work-related calls while you are at work. If you have been provided with a mobile phone for work, it is not to be used for personal calls except in an emergency or when unavoidable. Please note that we monitor mobile phone use.

The safeguarding of your work mobile telephone is your responsibility. Do not leave it in a visible place such as in an unattended car. The use of a personal identification number (PIN) is recommended for added security. Loss of a work mobile telephone should be reported as soon as possible to the Finance and Resources Manager.

Using your mobile phone in a vehicle

Using a mobile phone while driving is a criminal offence unless a proper hands-free adapter is used. The use of an ear piece does not make a mobile phone hands free.

To avoid distraction and to protect your safety, our policy is to prohibit the use of mobile phones while driving during the course of work. Staff should turn off their mobile phone or switch it to voicemail while driving, and return any calls only when you have stopped and it's safe to do so.

This policy applies to all staff who drive, whether they use a vehicle regularly during the course of their work or only occasionally. The policy continues to apply even if the journey starts or finishes outside normal working hours.

Use of personal mobile phones

Generally, you should not use your personal phone whilst at work so that personal calls don't disrupt or distract you or your colleagues. Personal calls should be made during your breaks. However, if you do need to make or receive a personal call during working hours, it should be kept short and with respect towards the people around you.

If you have circumstances where you need to make or receive personal calls for a period of time, you should speak to your line manager for approval. Similarly, out of courtesy and respect, you should make the chair of any meeting you're attending or the people you're working with, aware of it.

Note that the Union does not take responsibility for theft, loss or damage of personal mobile phones whilst on Union premises.