

DOB ENTERPRISES PTY LTD

DOB Mobile Phone Policy
IMS-525-00-POL

Revision History

Date	Rev	Modified By	Changes Made, Review History	Reviewed by	Approved by
19.02.19	0	Sunette Opperman	Creation	S Rupert	S Rupert



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DOB Enterprises Pty Ltd t/a MBC Recruitment, Macquarie Labour Hire, Watchout Training and Traffic Control and MBC Nursing (DOB) is committed to the provision of a safe, healthy and productive workplace. DOB understands that there are times when personal calls need to be made / received during working hours. At the same time, mobile phones can be a distraction in the workplace.

Personal Mobile Phones & Personal calls:

We ask that our workers adhere to the following rules:

- Restrict personal calls, wherever possible, to allotted break times
- Take personal calls in an area where they cannot be overheard or become distracting to colleagues
- Do not text or play games on mobile phones during work times
- Do not use your phone to browse the internet or check personal emails during work time
- Accept responsibility for your mobile phone & other property whilst at work and secure it if possible (e.g. in lockers or desk drawers)
- Do not record, video or photograph any person(s) or items without permission.

Company Mobile Phones:

DOB issues some of its staff with company mobile phones to assist them to conduct business in an efficient and more flexible manner.

We expect our employees to accept the following responsibilities:

- Use company mobile phones only for the use intended, i.e. calls relating to DOB business
- Occasional personal calls will be permitted
- Do not make international calls from company mobile phones
- Ensure that company mobile phones are charged regularly
- Keep company mobile phones in a safe place
- Activate the 'keypad lock' function when in transit to avoid making accidental calls
- Secure the phone at home
- Do not use mobile phones whilst driving unless your car is fitted with hands free equipment which complies with current legislation and you can still safely operate the vehicle
- Report any faults to the Director or Business Manager
- Check your voice mail function and messages regularly to ensure that no important messages relating to DOB business are missed
- Any purchases / upgrades / repairs to company mobile phones must be authorised by the Business Manager
- Never use your company mobile phone when under the influence of alcohol or other drugs
- Fully adhere to other DOB policies and procedures when using your company
- Do not record, video or photograph any person(s) or items without permission.
- Follow the DOB Equipment and Software Policy

Personal Mobiles phones may be used in the case of an Emergency



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