



## IMS Policy Statements

ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018

### MOBILE PHONE POLICY STATEMENT

Seaton Rail recognises that to ensure the most effective running of services, communications and business activities, it will be necessary for some staff to have access to a mobile telephone.

Mobile phones may be provided to staff that would benefit from having a business phone available to them to make/receive business calls whilst away from the office. The allocation of a phone will be by agreement with the Office Manager and may be given on either a permanent basis for regular use in connection with their work on or an ad hoc basis as required from a 'pool' of phones.

Laura Walker the Office Manager manages the mobile phone contract with our chosen service provider and all matters regarding the use of mobile phones should be referred to her in the first instance.

If you are issued with a mobile phone (and any allied equipment) you are responsible for its security whilst it is allocated to you. It remains the property of Seaton Rail at all times and shall be returned to the Office Manager when you leave the employment of the Company or it is no longer required as part of your job, or if Seaton Rail request its return for whatever reason.

In accordance with legislation, you are not permitted to use a hand held mobile phones or similar device(s) whilst driving in accordance with legal requirements.

#### Procedure for the Allocation of Mobile Phones

If your work is such that you would benefit from having use of a mobile phone, you will require your line manager's approval. If you are regularly out of the office on official Company business then it is likely that a phone will be specifically allocated to you.

All requests for mobile telephones must be completed on the attached Application for Mobile Phone and authorised by your line manager. A full rationale must be provided with the request. Reasons for the request could be for one or more of the following reasons:

- Health and safety/security reasons especially for staff who are engaged in a substantial amount of travelling on behalf of the Seaton Rail;
- Staff engaged in business during unsocial hours i.e. before 08.00 hours and after 18.00 hours and weekends;
- To carry out duties that require communication with third parties i.e. Signallers, Protection Layers, Engineering Supervisors etc;
- Staff who could be called upon to provide attendance at the Seaton Rails Head Office at short notice, such as those named officers listed in the Company's Emergency/Business Continuity Plan;
- The Line Manager's view is that a mobile phone is necessary for the role.

Following approval, the mobile device will be ordered by the Office Manager and delivered directly to member of staff.

Where the need for a mobile phone is likely to be sporadic, you may borrow a phone from Seaton Rail for the duration of your need (ad hoc use). This may be, for example, to attend a meeting off site or if you are home working during which time you must be contactable for business purposes.

<i>Integrated Management System Policy Statements</i>		<i>Mobile Phone Policy Statement</i>	
Document Number: POL/19	Issued: January 2023	Issue Number: 09	Page 1 of 2
Document Controller:	Mr Shane Seaton	UNCONTROLLED WHEN PRINTED	



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You must advise your manager when you have borrowed a Seaton Rail mobile phone and the phone number you will be available on.

If you leave the employment of Seaton Rail or you no longer wish to have a phone allocated to you, you must return the mobile phone to the Office Manager. Any outstanding personal call charges may be deducted from your final salary payment or, subject to timescales, a bill issued to you for repayment within 28 days.

### Personal Calls

This mobile phone policy acknowledges that mobile phones will only be issued to those staff who have a business need, whilst a small supply of unallocated phones are available for those who have an occasional business need. Because no member of staff holds a mobile phone that is not essential for business, no tax liability arises provided that staff does not use the mobile phone for any personal calls. The Office Manager monitors the usage of mobile phones and reviews the bills monthly.

### Courteous Use of Mobile Phones

Mobile phones should be switched off during meetings, training courses, when you are lineside unless your duties specifically require the use of the mobile phone.

You should take due care of the phone at all times so that it is kept in good working condition. Any damage or theft/loss of the phone should be reported immediately to the Office Manager. The phone must be PIN code protected and kept locked at all times to minimise security risks.

### Request for Mobile Phone Allocation

Name: ..... Job title: .....

Line Manager:.....

I need the use of a mobile phone for business purposes on a regular/ irregular\* basis and request that a Seaton Rail mobile phone is allocated to me on a permanent/ad hoc\* basis.

I agree to comply with any legislation relating to the use of mobile phones.

Signed: .....

Dated: .....

..... (Line Manager) approves use of a Seaton Rail mobile phone as above.

Signed: .....

Dated: .....

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