Vision 4 Youth's Company-owned Mobile Phone Policy

Policy Brief and Purpose

Vision 4 Youth's mobile phone policy sets forth the rules about the usage of mobile phones issued by the charity. It is meant to provide clear guidelines and protocols for their usage within V4Y. A company-issued mobile phone policy applies differently to each employee as per their work, role, or designation.

The main purpose of a company's mobile phone policy is to ensure employees are aware of and adhere to the rules and regulations established by the company. Clear guidelines make sure that employees abide by the rules and use company-owned mobile phones appropriately.

Scope & Applicability

This policy refers to mobile phones issued by V4Y for official use. It applies to the exchange of messages, emails, contacting, and any other means of communication to complete the work. Personal use of company-owned mobile phones is not encouraged and must be kept to a minimum unless such use has been approved.

This policy applies to all employees under the V4Y's employment contract.

Employees are expected to be professional at all times when using company-owned mobile phones and understand that the phones are issued for business purposes.

Mobile phone expenses and reimbursements

V4Y bears the cost of purchasing the mobile phone handset and the monthly contract fees that have been agreed by the Trustees. The monthly charges will be paid directly from the V4Y bank account to the mobile phone company.

Ownership of the mobile phone and phone number

All mobile phones and phone numbers that have been issued by V4Y are under the ownership of the company. The contracts are registered under the company's name, and they have control over the devices. If an employee leaves V4Y and has a mobile phone assigned to their role, the phone and phone number are returned to the company.

Prohibited use of company-issued mobile phones

Personal use that violates company policies, such as accessing inappropriate content or engaging in unauthorised activities, is strictly prohibited. Some of the other prohibited uses are:

- Using the company-issued mobile phone for personal profit or engaging in personal business ventures that are unrelated to V4Y.
- Making unauthorised or excessive personal calls, texts, or video chats during working hours.
- Accessing, downloading, and sharing inappropriate or offensive material.
- Installing or using non-work-related applications, games, or entertainment platforms that are not part of the daily job responsibilities.
- Using company-issued mobile phones to engage in activities that violate laws, regulations, or company policies. For example, harassment, discrimination etc.

Security and confidentiality measures

Implementing security and confidentiality measures for company-issued mobile phones is important to protect sensitive information and maintain the integrity of V4Y. Some measures that must be considered are:

- The employee is responsible for ensuring that the mobile device is password protected at all times.
- Protecting the mobile phone from being left unattended in public and from any kind of damage. This includes leaving a V4Y phone out unattended when the youth club is open.
- Do not store personal, confidential, or business-related information on the company-issued mobile phone that causes security issues. Please refer to the V4Y Data Protection Policy for more information on retaining personal data.
- Take prior approval to share or store crucial information
- Ensure regular data backups for optimum phone performance
- When a mobile phone is stored at a V4Y location, it must be kept in a secure area and locked away safely (at The Tythings, this would be in the locker where cash is kept).

Reporting lost or stolen mobile phones

If a company-issued mobile phone has been lost or stolen, it must be reported immediately to the line manager.

Return of company-issued mobile phones upon the termination of employment

When an employee is leaving V4Y or has been terminated, the company-issued mobile phone must be returned to the line manager along with the phone accessories (such as the charger) before the last working day.

Care and maintenance of company-issued mobile phones

An employee is also responsible for the maintenance and care of the company-issued mobile phones. They must not leave it unattended in public and should protect it from any kind of damage. The mobile phone must be kept in a safe location, and the employee is responsible for any loss or damage caused to the mobile phone.

Compliance with the policy

Compliance with the company-issued mobile phone policy is compulsory. The policy includes rules and regulations regarding phone plans, restrictions, personal use, reimbursement procedures, and any prohibitions. Employees breaking these rules may be subject to V4Y's Disciplinary Policy.

Reporting any policy violations or security incidents

Any security incidents or violations of policies must be reported to the Development Manager or Trustees. Security incidents must be reported to the Trustees and an incident form must be completed.