

**Adopted: 25<sup>th</sup> April 2017**

## **MOBILE PHONE POLICY**

### **PURPOSE**

The purpose of this policy is to clarify for which staff posts Age UK Cambridgeshire & Peterborough (AUKCAP) will issue charity mobile phones.

### **AUKCAP MOBILE PHONES**

AUKCAP recognises that it is desirable for some post holders to have access to and be accessible by mobile phone and will therefore provide mobile phones to designated members of staff.

Phones issued by AUKCAP will remain the property of AUKCAP and will be returned to AUKCAP should the post holder leave. These phones will be used to make and receive essential work related calls only. Emergency calls may also be made.

Staff will be required to keep AUKCAP phones switched on during their working hours, except that staff should **NOT** have AUKCAP phones in use when driving. AUKCAP mobile phones will have an answer phone service and staff will be required to listen and respond to their messages at least twice during each working day.

These phone numbers will be passed to third parties outside AUKCAP.

Office Voicemail and e-mails will be updated to give mobile phone numbers.

### **WHO WILL BE ISSUED WITH AN AUKCAP PHONE?**

The Senior Management Team will determine the requirements for a mobile phone, based on the nature of the individual job roles.