



Mobile Phone Guidelines

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Recognised by the Inland Revenue as a Scottish Charity - No. SCO 17286

Voluntary Action Shetland – Guidelines for use of personal mobile phone

The aim of these guidelines is to promote safe and appropriate practice and use of personal mobile phones during working hours, achieved through balancing personal protection against potential misuse and the recognition that mobile phones are effective communication tools.

This policy applies to all staff and volunteers who have access to personal or work related mobile phones.

It is recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day.

An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the office and work place environment, which is agreed by all staff and volunteers.

The use of mobile phones during work time must be kept to a minimum and only in exceptional circumstances will be answered.

There is not blanket ban on the use of personal mobile phones (or Blackberries or similar devices) within working hours, but staff are asked to observe the following ground rules:

- Personal phone calls/texts must not be made or received whilst attending meetings, reviews, supervision or similar
- Personal phone calls/texts at other times must not interfere with the staff member's duties
- Mobile phones are on silent/vibrate during working hours

It is recognised that making or receiving personal phone calls or texts whilst at work can also be extremely irritating and distracting to colleagues.

Staff should be aware that misuse of mobile phones whilst at work will result in the individual staff members being required to have their phones switched off during their working hours.