

## Telephones and Mobile Devices in the Workplace

### Policy and Procedure

#### Policy

1. The University of Manchester Conferences Limited (UMC Ltd) (“the company”) as a wholly-owned subsidiary of the University of Manchester is required to uphold the requirements of the University’s ‘*Acceptable Use Policy – IT Services and Facilities*’.
2. The company (UMC Ltd) must ensure that its employees are made fully aware of their own personal responsibilities, as described within the ‘*Acceptable Use of IT Facilities and Services – Procedure for Staff*’.
3. With regard to ‘the use of telephones’, these require employees to comply with locally agreed procedures. The procedures set out below have been agreed with UNISON as the recognised trade union within the company, and endorsed by the UMC Board of Directors and apply to all UMC staff.
4. Disciplinary action may be taken in the event of contravention of this policy by employees.
5. Employees who are primary carers for a child or another adult may be, by exception, permitted to carry a mobile phone for the express purpose of being contactable in the event of an emergency. This must be clearly agreed between the employee and their line manager, and then documented and retained (confidentially).

#### Procedure

1. University/company telephones must not be used for making personal calls except in emergencies or urgent situations.
2. In emergencies or urgent situations the use of University/company telephones for personal calls must be authorised by the line manager.
3. The use of personal mobile phones or other devices (such as iPods) to call, text, email, use social media, listen to music/audio or for any other purpose must not interfere with the performance of the employee’s duties and therefore must be limited to scheduled breaks and outside of the normal working day.

4. Personal mobile phones or other devices must be placed within an agreed, secure location – e.g. a lockable desk drawer or a personal belongings locker provided by the company/University - during all working hours.
5. The safe-keeping of personal mobile phones or other devices brought on to work premises remain the responsibility of the owner.
6. Personal mobile phones or other devices may be accessed and used within agreed rest areas during designated rest breaks, including lunch/meal breaks, however consideration must be always be given to the comfort of others who are also using rest areas, as well as customers, guests and colleagues in other areas close by – e.g. music should always be played with personal ear/head-phones.

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