



International Travel Mobile Phone Policy

Company Policy No: 78

Company: Direct Healthcare 24 t/a Little Steps Staffing Ltd

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Mobile Phone Data Use Policy for International Travel

1. Purpose and Scope

This policy outlines the guidelines and responsibilities for employees using company-provided mobile phones and data packages while traveling outside the UK. It applies to all employees who have been issued a work mobile phone with a data package.

This policy does not form part of any employee's contract of employment and we may amend it at any time.

2. Default Data Blocking

To control costs and ensure responsible usage, international data access on company-provided mobile phones is blocked by default. Employees requiring international data access must seek prior approval from a Director. Requests will be considered on a case-by-case basis and must be justified by business needs.

3. Cost Cap

The company will cover up to a maximum of £50 for mobile data usage while traveling within Europe and up to a maximum of £100 whilst travelling anywhere in the rest of the world. Any costs incurred beyond this limit will be deducted from the employee's wages. It is the employee's responsibility to ensure they stay within the company-approved budget.

4. Usage Guidelines

Employees are encouraged to minimise costs by:

Using hotel or other available Wi-Fi networks whenever possible.

Purchasing a local SIM card or mobile data package in the country they are visiting, where feasible and cost-effective.

5. Responsibility for Monitoring Usage

Employees must monitor their mobile data usage to ensure they remain within the approved limits. Employees must provide a detailed breakdown of costs, including receipts or supporting documentation as to why additional costs have incurred.

6. Reimbursement Process

For employees requiring temporary international data access, prior approval must be sought from a Director. Upon approval, the employee may use mobile data, adhering to paragraph 3. Any pre-approved expenses exceeding the cost cap will be reimbursed to the company through payroll deductions.

7. Consequences of Non-Compliance

Failure to comply with this policy, including incurring unapproved charges or exceeding the cost cap, will result in deductions from the employee's next salary payment to recover excess costs. Repeated or serious breaches of this policy may result in disciplinary action, up to and including termination of employment.

8. Policy Acknowledgment

All employees issued with a work mobile phone and data package must read and acknowledge this policy. By using the company-provided mobile phone, employees agree to adhere to the guidelines outlined herein.

For any questions regarding this policy, or to request approval for international data access, please contact your line manager or a Director.