



Mobile Phone Usage Policy

Company Policy No: 33

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

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Mobile Phone Usage Policy

This mobile phone policy applies to all staff. This policy does not form part of any employee's contract of employment and we can amend it at any time.

Personal mobile phones are **not** to be used during work hours unless there is a genuine emergency and you need to contact someone's emergency contact. Use of your personal phone is permitted on your lunch break only.

Any outgoing calls are to be made at your desk through the telephone system. If you receive a call on your work mobile phone, this is to be taken at your desk and you do not need to walk around or leave the office.

If you require time away from your desk to take a personal phone call, you need to get permission to do this from your Manager.

Use of Mobile Phones and Motor Vehicles

It is a criminal offence to use a hand-held mobile phone while driving a motor vehicle.

Only in an emergency, when it would be unsafe to stop, are you permitted to use your phone to call the emergency services on 999.

Any use of your mobile phone where you have to hold the phone at any point, when making or receiving a call or other phone function such as sending a text message, in your car with the engine running is against the law. Always park your vehicle safely and turn off the engine before using your phone.

Even if you have a hands-free kit, which does not require you to pick up or hold your phone at any point, it is still dangerous to use your phone in your car because, while you are concentrating on your telephone call, you cannot give proper attention to driving your vehicle.

The reasons for these rules are to ensure that no criminal offences are committed by your phone use and to ensure that you comply with health and safety policy by driving your vehicle safely at all times.

If you commit a criminal offence or otherwise breach this policy, we may take action under our Disciplinary Procedure which could result in your dismissal (including summary dismissal).