

**Overview**

Mobile phones are a work tool supplied by SKG Services for the use of employees for work related communications. It is not part of a salary package or an employment condition. SKG Services expects its employees and Managers to use SKG Services mobile phones/camera phones in an acceptable manner.

This Policy outlines SKG Services expectations and provides a mechanism for reimbursing work-related calls on private home phones or private mobile phones.

**Principles**

- SKG Services mobile phones always remain the property of SKG Services and may be rotated or withdrawn by SKG Services to suit work needs.
- Private calls are those not related to the work of SKG Services.
- To reduce lost time from making private calls in work time.
- Managers are responsible for ensuring employees comply with this policy.

**Appropriate Use**

It is only acceptable to use SKG Services mobile phones for the official business of SKG Services. Private telephone calls or texts at SKG Services expense are only permitted where it is both reasonable to do so and where it does not clash with work requirements. An example would be to advise family of late arrival home if a shift was to extend past normal hours. This is considered work-related usage and is generally characterised by being infrequent, brief and minimal in cost and does not interfere with the normal business of SKG Services.

Any other phone or camera use is unauthorised. The costs may be reclaimed, and persistent abuse may be subject to disciplinary action.

**Inappropriate Use Includes:**

- Sending defamatory or harassing calls or text messages;
- Action or usage that is illegal or assists illegal activities;
- The use of SKG Services property to conduct a private business or for a job with another employer or by other persons or organisations;
- The use of SKG Services camera phones for private photography;
- Mistreating, damaging or allowing a mobile phone to be damaged or lost;
- Failure to secure SKG Services property, including lending to a non-employee;
- Non-work-related private calls, photos or data usage;
- No overseas calls are to be made without prior permission.

SKG Services mobile phones are for work related communications only. There should not be any non-work-related private calls other than the odd urgent or emergency. The SKG Services mobile is not an alternative to the ownership of a private mobile phone by employees. In the rare event that a private call is necessary, the cost of the private call (other than for work related circumstances previously mentioned)

SKG Services mobile phones can be used on annual leave (Managers Only) but the employee is responsible for the reimbursement of all private calls. It is not a requirement to take SKG Services mobile phones on annual leave and the private usage is a trade-off if there are calls about ongoing work issues. However, SKG Services reserves the right to withdraw the mobile phone for leave periods or other periods of extended absences.

Phones should not be taken home for leave periods if it is necessary for employees still working to have the phone available for use at the work site.

**Phone Credit**

There is a limited amount of credit available on SKG Services phone plans and where it is not reached the surplus automatically offset against another phone account. It does not accumulate and is not wasted

As a general guide it is expected that the bill for mobile phone calls will be \$59.00 per month. If this is exceeded without reasonable explanation, SKG Services reserves the right to unilaterally cap the monthly phone usage for outgoing calls. It is the responsibility of the holder of the mobile phone to minimise call costs.