**1.10 Mobile Phone Policy**

**Purpose:** *The* Company is committed to the goal of no harm to*clients*.

Mobile phones have become an essential business tool for most staff; however the use of a mobile phone, or other communication equipment, while driving presents a significant safety hazard.

Therefore, as a minimumwithin our business, the use of Mobile phones in motor vehicles is as follows:

**Policy:** For safety purpose, the use of a hands-held mobile phone while driving is forbidden and should be treated as a case of serious misconduct. If there is no hands free facility available, the phone must be switched off while driving and a messaging service should be used to take incoming calls.

When the vehicle is equipped with a hands-free kit, the phone should only be used to receive *calls and conversations kept t*o an absolute minimum while driving. If there is a need for a longer discussion, the driver should explain his situation and offer to call the caller back when a safe place to park is available. It is not safe to stop on the hard shoulder of a motorway.

Outgoing calls should not be made while driving and dialing must not take place whilst the vehicle is in motion.