

Diocese of Elphin – HR Policy Handbook

Document Name: Mobile Phone Policy
Document No: 3.1.6 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Operating under the patronage of Our Lady of the Immaculate Conception, the Diocese of Elphin aims to provide staff members with a safe, caring and supportive Christian environment in which to carry out their work. Work objectives are to be advanced with due regard to the needs and dignity of each staff member and with due regard for the individuals and communities the diocese serves.

This document outlines the Diocesan policy on Mobile Phone use. It is applicable to parishes, offices, agencies and any entity operating under the governance of the Diocese of Elphin (hereafter referred to as "the employer"). Line Managers (Bishop, Priests, Deacons, Religious, Lay Personnel who supervise staff members) are responsible for communicating this policy and having it signed off by their staff member(s).

This policy is designed to clarify the correct and acceptable use of and management of mobile phones for work purposes.

Use of own phone for work purposes

"The employer" will pay the costs of mobile phones, excluding an allowance for personal calls (€20) for Staff members/Volunteers who use their own phones **on a regular basis** for work purposes. Staff members/Volunteers are required to present their phone bills to their Line Manager for reimbursement. An expense claim form should be completed for this purpose.

OR

Staff members/Volunteers who use their own phones on **an occasional basis** for work purposes may be entitled to a level of reimbursement. Staff members / Volunteers are required to present their phone bills to their Line Manager with the calls highlighted for reimbursement. An expense claim form should be completed for this purpose.

Responsible use and security

The inappropriate use of mobile phones could lead to theft and/or disclosure of private or confidential information. Always ensure that usage is lawful and ethical.

- Staff members/Volunteers should not access, store or distribute any offensive or inappropriate (eg. defamatory or racist) material on the mobile phone (see data protection and bullying and harassment policy for further information);
- Reasonable care must be taken to prevent accidental damage. Ideally, mobile phones should not be left in vehicles while unattended. If this is not feasible they should be hidden out of site;
- Staff members are requested to personalise and activate the messaging service of the mobile phone. Ensure that you have recorded your name so that the caller knows he/she has reached the correct number;
- Storage and protection settings such as PIN numbers are applied to mobile phones. Please ensure these facilities are used at all times to minimise security risks as discussed in this policy;
- While in meetings, mobile phones should be switched to silent, so as not to disrupt proceedings. Out of respect for clients and colleagues, staff members/volunteers should avoid using a mobile phone, including text messaging, during meetings, unless required as part of the business of the meeting for diary coordination etc;
- Staff members are discouraged from using the camera facility on mobile phones while engaged in administrative/office work, in order to ensure that staff do not capture any confidential information with such cameras and/or that they do not inadvertently process personal/sensitive data in breach of data protection law.

Diocese of Elphin – HR Policy Handbook

Document Name: Mobile Phone Policy
Document No: 3.1.6 (original)
Effective Date: 15th February 2019
Written By: Frank Mitchell, HR Advisor
Approved By: +Kevin Doran, Bishop of Elphin



Use while driving

Extreme care should be exercised when using mobile phones in cars. Under Section 3 of the Road Traffic Act 2006, mobile phones can only be used when connected to a hands free unit. It is an offence to drive a vehicle while holding a mobile phone. An offence is committed by holding a mobile phone while driving and matters such as whether or not the phone was being used or switched on at the time are not relevant. Any staff member/volunteer who commits an offence under this legislation will be personally responsible and liable for any costs incurred.

Managing costs

The number of calls and texts and the length of calls made should be limited to those necessary for effective business use. When on work premises, mobile phones should not be used to make outgoing calls. Staff members/Volunteers are not permitted to make calls to premium rate numbers. It is important to be aware of international roaming charges while abroad and to keep phone calls to a minimum.

Monitoring and security

Staff members/volunteers may be asked to justify any bills that are excessive. The rules in relation to sending and receiving of emails and internet usage as per the email, internet and social media policies will apply to users of mobile phones for business use.

Breach of policy

Failure by an individual to adhere to this policy may result in action being taken to withdraw the mobile phone facility. Serious or persistent breaches of this policy may result in disciplinary action, up to and including dismissal.

For further information please contact:

HR Advisor
Elphin Diocesan Office
St. Mary's
Temple Street
Sligo F91 KTX2
Email: hr@elphindiocese.ie
Mobile: 087 240 4882