



Mobile Phone Policy

As a responsible employer, Sunnydale Nursery Ltd takes the health and safety of employees seriously. With this in mind the following Mobile Phone Policy reflects the law relating to the use of mobile phones whilst driving, and also outlines safety guidelines for other circumstances. This policy will take immediate effect. It will apply to both drivers of company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones.

- It is now illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold-up. Hand-held phones may be carried in the vehicle, and only answered when stationary.
- Hands-free sets for mobile phones are legal to use. However, such devices can still cause distraction, and we expect all drivers to refrain from using them as far as reasonably practical. Drivers must retain full use of their vehicles at all times, and any calls made to and from a hands-free mobile should be kept as short as possible.
- The use of hand-held mobile phones while driving will be considered a disciplinary offence whilst on company business.
- Calls may be made and messages retrieved only when the vehicle is safely and securely parked, with the engine switched off.
- Private mobiles are not to be used when working on the premises of Sunnydale Nursery Ltd. Calls are to be left until recognised breaks, unless you are part of the maintenance team when it is important to have your phone on at all times. In case of emergency, you should be contacted via the Sunnydale Nursery Ltd telephone number. **Employees must ensure their mobile phones are locked away in the office during working hours.**
- The nursery mobiles must be taken on all outings, trips and visits.
- Employees wishing to contact a colleague who is known to be driving will, wherever possible, leave a message at their destination and get them to call back.
- Employees will ensure mobile phones are switched off or on silent during working hours.
- Employees should also avoid using mobile phones when outside in a thunderstorm and aim to avoid regular long mobile phone calls.

Any breaches of the above policy will be treated as a serious breach of company rules and may be treated as a disciplinary matter.