

# **GOODY DEMOLITION**

## **GDP015 Internet, Social Network & Mobile Phone Policy**

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### **Acceptable internet use policy**

Use of the internet by employees of Goody Demolition Ltd is permitted and encouraged where such use supports the goals and objectives of the business.

However, Goody Demolition Ltd has a policy for the use of the internet whereby employees must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

### **Unacceptable behaviour**

In particular the following is deemed unacceptable use or behaviour by employees:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Goody Demolition Ltd, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Goody Demolition Ltd in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the corporate network

### **Company-owned information held on third-party websites**

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Goody Demolition Ltd. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

### **Monitoring**

Goody Demolition Ltd accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the company's internet-related resources are provided for business purposes. Therefore, the company maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

## Sanctions

Where it is believed that an employee has failed to comply with this policy, they will face the company's disciplinary procedure. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

## Mobile Phone Guidelines

The information that is contained in this document has been compiled by members of the Bench-marking meeting from local large employers and is based on their own experiences and what they believe to be good practice.

## Introduction

Goody Demolition Ltd recognise that mobile phones in the workplace can be disruptive, cause loss of productive time and effect concentration and efficiency.

Mobile phone usage may also have serious Health and Safety implications in some workplaces. Therefore the following has been compiled to give guidance to our employees on our Mobile Phone policy.

## Personal Mobile Phones

The policy covers mobile phone calls, texting video and picture messaging.

1) The company will allow personal use –

- Only to be switched on during break and lunch times
- Blanket ban - strictly no mobile phones at any time on any high security sites – this includes any public buildings (Schools, Council Offices, Council Run Properties) any prisons, military property, docks, power stations and airports.
- Blanket ban in certain areas e.g. whilst operating any plant or machinery, when working at height or in any other high Health and Safety risk areas.

2) Personal phone areas for usage

- Outside company buildings
- Canteen and Smoking Areas

3) Emergency contact considerations

If the employee is not allowed to have their personal mobile switched on during work how can they be contacted in an emergency?

- Please issue the Site Supervisor's telephone number in case of emergency.
- Issue the company number to spouse, school and relatives in case of emergency.
- If working in a secure area issue the Site Manager / Project Relations Manager telephone and extension number. Please ensure that you take down these details in your site induction.
- Only in extreme circumstances are the employees allowed to use their personal mobile phone for emergency calls.

4) Breach of the policy and consequences

We remind you of your health and safety responsibility if you are found that you are putting your own or others health at risk or are flagrantly flouting the policy the breach of policy may result in disciplinary action.

5) On some occasions an employee may request that they are allowed their mobile phone switched on at work for a specific reason. Each request should be considered and judged on its own merits.

## Company Mobile Phones

In most cases an employee's mobile phone provided by the company is excluded from the restricted usage as stated above as the phone is usually required as part of that employees work.

- Personal use –the employee is allowed reasonable personal use of their mobile device. Any indecent or illegal use or circumvention of company-implemented device restrictions / protection will be viewed as gross misconduct. All monthly bills are reviewed for excessive charges and any staff member identified under this review may be required to reimburse the company. Both the level at which excess usage is defined and the amount of reimbursement is at the discretion of the Director.
- Returning of mobile phone at cease of employment
- If the employee moves to another position they may not require the phone and it can be withdrawn
- The company allows the usage of the phone throughout the working day dependant on the workers hours and the supervisors may require to be contacted by phone or text out of the normal hours to determine the next day of works. Ideally this should be for work conversations and not conducting their personal calls, however this may be difficult if an employee receives a personal call because their phone is switched on.

## Repairs & Renewals

Goody will allow one free of charge screen replacement per business year per person. If the company phone is damaged beyond repair an NCR investigation will be carried out to access what course of action is to be taken. Any further damage costs to company property will be down to the individual and company will seek reimbursement.

Goody Demolition Ltd reminds staff that if they do not understand any aspect of the policy, they must speak to the Operations Department before signing.

## Mobile Phones and Driving

From 1st December 2003 the use of hand held mobile phones when driving is illegal. All companies are required to review their policy on this subject to ensure that all requirements are met.

Although a 'blanket ban' on using mobile phones whilst in a vehicle is preferred, it is recognised that certain employees use a mobile phone in their vehicle as part of their day to day work.

It is recommended that the use of mobile phones (hands-free) whilst driving is actively discouraged and voice mail used instead. Use of hand-held mobile phones should be totally banned.

Those who have a fully fitted car hands free kit or hands free extension may accept automatically answered incoming calls if the driving conditions allow, but must keep the conversation brief. They may make outgoing calls provided the number is on a quick dial single key.

Where an employee is provided with a company mobile phone, or uses a personal mobile phone for company business and their job involves travelling then it is recommended that a hands-free kit be provided (for a company mobile), or a contribution made towards a hands-free kit (for a personal mobile). However, as stated above a blanket ban on using mobile phones whilst driving could be considered.

It is important to remember that a company may be liable for an employee whilst they are driving on company business whether in a company vehicle or their own. And whether they are using a company mobile phone or their own personal mobile phone. The company may also be liable if an employee uses a company mobile phone in their own personal time.

Consider a breach of the policy and any consequences. Most cases of breach of policy may result in disciplinary action. However it is viewed that a breach under the mobile phones and driving policy is a health and safety issue and should therefore result in disciplinary action. It may also be a worthy point to inform employees that repeated failure to comply may lead to dismissal.

## Agreement

All company employees, contractors or temporary staff who have been granted the right to use the company's internet access are required to sign this agreement confirming their understanding and acceptance of this policy.

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Name of employee \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Mobile Number \_\_\_\_\_

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. I understand I am responsible for this item of company property.