

6.43 Mobile Phones Policy

- 1. Purpose of the policy/ Policy Statement**

The purpose of this policy is to provide Cultural Infusion employees with guidelines regarding personal mobile phone usage within the workplace.
- 2. Detailed Policy Statement**

Any General, non- urgent usage of personal mobile phones is not permitted during paid working times.

Unless authorized by the CEO, personal mobile phones are to be kept either in your draw or in your bag. Under no circumstance is an employee allowed to place their mobile phone on their desks or used during paid work time. This includes phone calls, texting, emails, surfing the internet and any other function of the phone (for example, Facebook, Twitter, games, etc.). Excessive use of personal mobile phones, or company landline phones for personal reasons, can interfere with an employee's productivity and be distracting for others.

Employees should restrict their personal calls during work time by only using their mobile phones during scheduled breaks or lunch periods. Employees are asked to ensure that family and relevant parties (for example, childcare facilities and schools), understand the Cultural Infusion mobile phone policy and have the office main switch number (0394126666) should an employee need to be contacted during business hours.

Cultural Infusion will not be liable for the loss of, or damage to personal mobile phones brought into the workplace by employees. Cultural Infusion management reserves the right to monitor an employee's mobile phone usage within the workplace at any time.

Disciplinary action may be initiated by management if it is deemed that an employee's usage of personal mobile phones is inappropriate or impacting on an employee's performance in the workplace.
- 3. Applicability**

This policy applies to all Cultural Infusion staff members (both paid and volunteer)
- 4. Responsibility**

All Employees	All Cultural Infusion employees need to be familiar with this policy
Departmental Managers	It is the responsibility of all departmental managers to monitor and ensure that all subordinates and familiar with and comply with this policy.
- 5. Cognizant Office(s)/ Getting Help**

If you require any assistance in regards to this policy, please contact:

 - Cultural Infusion HR/ Administration department;
 - Or, CEO Peter Mousaferiadis

**6. Related Policies/
Reference for more
Information**

<i>Related Policies:</i>	<ol style="list-style-type: none">1. '6.02 Code of Conduct'2. '6.44 Internet, Email & Social Media Policy'
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