

Policy Name: Mobile Phone Policy

Purpose and Scope

The purpose of this policy is to provide Nunawading Gymnastics and Sports Club employees with guidelines regarding personal mobile phone usage within the workplace.

This policy outlines the use of personal mobile phones at work and all employees of Nunawading Gymnastics and Sports Club Inc. need to be familiar with and follow the guidelines below.

Overview

General, non-urgent personal mobile phone usage is distracting and is not permitted during paid working time.

NG&SC does recognise that in some circumstances employees may need to make or receive personal telephone calls. In case of urgent matters, the workplace phone can be used.

Personal mobile phones in the workplace

- Whilst at work, personal mobile phones are not to be kept on employee desks, or coach's station 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 understand the NG&SC mobile phone policy and have for their records the main office telephone number, should an employee need to be contacted during business hours.

NG&SC will not be liable for the loss of, or damage to personal mobile phones brought into the workplace by employees. NG&SC 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.



This Policy was implemented by the Committee of Management of the Nunawading Gymnastics & Sports Club Inc. in January 2017.

Date: January 2017

Review date: 2018

Approved By:

- **President – Anthony Yin**
- **Secretary – Jackie Whitbourn**