



Personal Mobile Phone Use Policy

July 2023

POLICY STATEMENT:

Helen & Joey Estate and Re'em Yarra Valley recognises that most team members have a personal mobile phone that they bring to work and that they may use their mobile phone number as their emergency point of contact.

The use of mobile telephones for personal calls and text messaging during working hours may have a detrimental impact on the productivity of the user and can also adversely impact the productivity of other team members.

It is the policy of Helen & Joey Estate and Re'em Yarra Valley that the use of personal mobile phones by team members at work is kept to a minimum during working time and that ring tones are set at an appropriate volume level and tone style so as not to disturb other team members.

PROCEDURES:

1. Guidelines

- a. Personal mobile phones should be set to a low volume ring tone or silent while team members are at work.
- b. All team members should use discretion when answering or making personal mobile phone calls during working time with a preference to let calls go through to message bank unless it can be ascertained that the call may be of an urgent nature.
- c. Accessing message banks and responding to missed calls should occur during rest and meal breaks.
- d. Text messaging during working time is to be kept to an absolute minimum and should, where possible, be deferred to rest and meal breaks.
- e. Team members are welcome to use their mobile phones during rest and meal breaks however are requested to respect the rights of other team members to enjoy their breaks without excessive interruption. Lengthy or disruptive calls should be taken in a quiet area away from other team members working or enjoying a break.
- f. Playing games, using apps, or interacting on social media on your personal work phone during working hours is not considered a productive work task and therefore will not be tolerated as an acceptable use of work time. Team members using their phones in this manner while on work time may have their phones confiscated during work hours.