Mobile Phone Use Policy

For Small Business in Western Australia

# Purpose

This Mobile Phone Use Policy aims to ensure a productive and safe work environment at [Business Name]. It provides guidelines for the appropriate use of personal and business mobile phones during work hours to minimise distractions, maintain professionalism, and safeguard privacy.

# Scope

This policy applies to all employees, contractors, and visitors using mobile phones within the premises of [Business Name]. It includes both personal and business-issued devices.

# Policy Guidelines

## General Usage

* Personal mobile phone use must be kept to a minimum during work hours. Employees should limit calls, texts, and other activities to break times unless urgent.
* Employees are encouraged to keep their phones on silent or vibrate mode to avoid disrupting the workplace.
* Business-issued mobile phones should be used strictly for work-related purposes unless otherwise authorised.

## Workplace Safety

* The use of mobile phones is prohibited while operating machinery or equipment, driving company vehicles, or performing tasks that require full attention.
* Employees must ensure that mobile phone use does not compromise their safety or the safety of others.

## Professionalism

* Taking personal calls in areas visible or audible to customers should be avoided.
* During client meetings, presentations, or interactions, mobile phones should be switched off or put away unless required for business purposes.

## Privacy and Confidentiality

* Employees should not use their phones to record audio, video, or take photos within the workplace unless expressly permitted by management.
* Accessing social media, streaming platforms, or non-work-related apps during work hours is discouraged, except during breaks.

# Exceptions

Exceptions to this policy may be granted under specific circumstances, such as family emergencies or urgent personal matters. Employees should inform their supervisor in advance whenever possible.

# Disciplinary Actions

Failure to comply with this policy may result in disciplinary actions, including warnings, restricted use of devices during work hours, or further measures as deemed necessary by management.

# Policy Review

This policy will be reviewed annually or as needed to ensure it aligns with the business’s evolving needs and legal requirements in Western Australia.

# Contact Information

For any questions or concerns regarding this policy, please contact [Insert Manager/Supervisor Name or HR Department] at [Insert Contact Details].