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## MOBILE PHONE POLICY

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[WWW.HYTHERTC.GOV.UK/POLICIES/HR](http://WWW.HYTHERTC.GOV.UK/POLICIES/HR)

This Policy was adopted by the Council at its meeting held on: 19/05/2022 Minute 12/22

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,  
HYTHE, KENT. CT21 6BG



## Introduction

Most employee handbooks will have a mobile phone policy that states that all mobile phones should be switched off or on silent during working hours.

If an employee needs to be reached in case of an emergency the work telephone number should be used. If the employee has a seriously ill relative and is awaiting a call the Town Clerk, as line Manager, will decide to permit the use of the mobile phone.

Research has found that having a personal phone to hand has a 48% negative impact on the quality of work and that on average up to 50 minutes of working hours are spent on a mobile phone every day doing non-work-related activities.

Hythe Town Council wishes to keep staff productivity to a high standard and therefore is introducing a formal but fair mobile phone policy.

The following phone policy covers tablets and other devices.

## Policy Brief & Purpose

Our **Employee Mobile Phone policy** outlines our guidelines for using mobile phones at work.

We recognize that mobile phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls, etc.)

Mobile phones may also cause problems when used imprudently or excessively.

## Scope

This policy applies to all our employees.

## Policy elements

Despite their benefits, personal mobile phones may cause problems in the workplace. Employees who use their mobile phones excessively may:

- Get distracted from their work.
- Disturb colleagues by speaking on their phones.
- Cause security issues from inappropriate use of company-issued equipment or misuse of our company's internet connection.
- Cause accidents when they illegally use their phones inside company vehicles or near areas where using phones is prohibited.

The Council expects employees to use their mobile phones prudently during working hours.



**We request our employees to:**

- Use council-issued phones for business purposes only if provided for position and preserve them in perfect condition.
- Do not browse the internet, post on social media, text or talk on the phone during working hours, unless authorised by your line manager, the Town Clerk.  
Personal calls must be made during breaks unless it is an emergency.
- Turn off, leave on vibrate or silence your phone during working hours
- Keep your mobile phone in a drawer or handbag during working hours.

**Employees are not allowed to:**

- Play games on a mobile phone during working hours.
- Use their mobile phone's camera or microphone to record confidential information.
- Use their phone in areas where mobile use is explicitly prohibited
- Speak on their phones within earshot of colleagues' working space during working hours.
- Have conversations by text of a personal nature during working hours.
- Download or upload inappropriate, illegal, or obscene material on a mobile phone using a corporate internet connection.

**Employees can use a mobile phone to:**

- Make business calls.
- Use productivity apps.
- Check important messages.
- Make brief personal calls away from the working space of colleagues after authorisation from your line manager, the Town Clerk.

Employees can use their personal phones during breaks or at lunch hour and whilst in a stationary vehicle.

**Disciplinary Consequences**

The Council retains the right to monitor employees for excessive or inappropriate use of their mobile phones. If an employee's phone usage causes a decline in productivity or interferes with our operations, we will ban that employee from using their mobile phone.

Employees may face severe disciplinary action in cases when they:

- Cause a security breach.
- Violate our confidentiality policy.
- Cause an accident by recklessly using their phones.

