



Personal Phone Calls at Work Policy

This Personal Phone Calls at Work Policy applies to all Employees of the business.

The objective of the policy is to establish expectations for the professional use of personal mobile phones during work hours.

The requirement is for all staff to comply with the Personal Phone Calls at Work Policy.

Procedures (not required)

Purpose

The purpose of this policy is to establish guidelines and expectations for the responsible and professional use of personal mobile phones during work hours at Sydney Drafting Concepts and Designs. This policy aims to minimise disruptions to the work environment, maintain employee productivity and ensure the privacy and security of sensitive company information.

Objective

The objectives of this policy are:

- To encourage employees to manage their personal phone usage during work hours in a manner that does not compromise their job responsibilities, productivity, or the professional atmosphere of the workplace.
- To promote a balance between personal and work-related communications by allowing reasonable use of personal phones for urgent or essential matters.
- To protect company information and maintain the security of the workplace by preventing unauthorised access to or disclosure of sensitive data.
- To ensure employees are aware of and adhere to the company's expectations regarding the appropriate use of personal mobile phones during work hours.

Policy Requirements

- Personal phone calls and messaging should be limited to essential or urgent matters during work hours. Employees are encouraged to make personal calls or send messages during designated breaks or outside of work hours, whenever possible.
- Employees must set their personal mobile phones to silent or vibrate mode while at work, in order to minimise disruptions to the work environment. In the case of urgent or essential calls, employees should excuse themselves from the work area and take the call in a designated break area or outside the premises, if possible.
- Personal mobile phones should not be used for conducting company business unless explicitly approved by a manager or supervisor. This includes sharing, storing, or discussing sensitive company information.
- Personal phone usage should not interfere with an employee's ability to perform their job duties or negatively impact the productivity of others in the workplace.
- Inappropriate use of personal mobile phones during work hours, including excessive personal calls or messaging, accessing inappropriate content, or engaging in unauthorised recording or photography, may result in disciplinary action, up to and including termination of employment.
- Employees are responsible for their personal mobile phones and any associated costs, such as data plans or device repairs. Sydney Drafting Concepts and Designs is not responsible for any loss or damage to personal mobile phones brought into the workplace.



- Exceptions to this policy may be granted on a case-by-case basis, at the discretion of a manager or supervisor, taking into account the specific circumstances and requirements of an employee's role or personal situation.
- Sydney Drafting Concepts and Designs reserves the right to monitor and enforce compliance with this policy, in accordance with Australian workplace laws and regulations.

The Director is responsible for communicating the Personal Phone Calls at Work Policy to all persons working for or on behalf of the organisation and making it available to interested parties.