

HEALTH SERVICES UNION

Mobile Phone Device

Purpose

The purpose of this policy is to provide employees of Health Services Union NSW/ACT/QLD (thereafter HSU) with guidelines regarding the appropriate use of their HSU supplied mobile phone device issued as a tool of trade to be used during the course of performing their duties for HSU.

Policy

1. Mobile phone usage should conform to HSU's Code of Conduct.
2. Mobile phones are a HSU resource, and accordingly should be used ethically, effectively, efficiently and carefully.
3. Employees should be conscientious in their use of HSU resources including mobile phones and must not permit their misuse by any other person or body.
4. Employees must not use the mobile phone while operating a motor vehicle unless a 'hands free car kit' or Bluetooth is installed in an employee's or HSU vehicle. The incursion of any penalties and fines will be solely at the employees' cost.
5. Private use of HSU supplied mobile phones is allowable as this incurs no additional costs to the organisation. However, mobile phone private use during business hours must not interfere with the employees work performance or detract from the employee performing their normal duties. Further, mobile phones should not be utilised during internal HSU election periods for the purposes of electioneering that may be deemed to be promoting a particular candidate over another.
6. Employees are responsible for any overseas call charges unless they are for HSU business and pre-approved by their Manager.
7. Employees are responsible for all overseas call and roaming charges whilst they are on leave other than where it can be established that calls were work related. Employees must advise the Chief Financial Officer in advance of overseas travel where the HSU supplied mobile phone is intended to be used.
8. All employees who have been allocated mobile phones to take the utmost care and responsibility for them. Employees are required to:
 - take good care of the mobile phone;
 - take all responsible precautions to ensure that the device is not damaged, lost or stolen;
 - keep mobile devices clean and in a serviceable condition to the best of their ability;

- ensure HSU mobile device has case and screen protectors to safe guard against water, dust, sock and other risk damaging factors; and
 - report all irregularities in the operation of the mobile device immediately to IT Support.
9. If a phone is lost, stolen or damaged it should be reported to the Chief Financial Officer as soon as possible. Depending on the circumstances in which the phone was lost, stolen or damaged, the employee may be held responsible for replacing the phone if the loss, damage or theft was caused or contributed to by the employee's lack of care.
10. Mobile devices will be fitted with the Find My iPhone and Lone Worker applications (or other similar application), and location services are to be turned on at all times. The disabling of such features by employees may result in disciplinary action. The HSU has a health and safety duty to manage risks caused by remote or isolated work, the correct operation of location applications and services are a critical part of this process.
11. Information stored on the mobile device is not backed up by HSU, it is the responsibility of the employee to backup personal data and to ensure that HSU information is stored on an approved device. HSU takes no responsibility for the loss of personal data.
12. On termination of employment or otherwise at the request of HSU, an employee who has been issued with a HSU mobile phone must return the phone to their Manager or the Chief Financial Officer. Any battery chargers or other accessories supplied by HSU for use with the mobile phone must also be returned.
13. The approved user must not use their mobile phone in any manner that would constitute unacceptable and/or inappropriate mobile telephone use. This includes but is not limited to:
- An employee may inappropriately use the mobile telephone to send a text message or to make a call to a fellow employee or a contractor who is working for HSU, the content of which amounts to unlawful discrimination, sexual harassment or bullying.
 - An employee may inappropriately use the mobile phone to download pornographic images or offensive ring tones.
 - An employee may also inappropriately use the mobile telephone to engage in other conduct which is unacceptable.
 - An employee may also inappropriately use the mobile telephone to engage in other conduct which is unacceptable and inappropriate. This would include breaching the duty of confidentiality the employee owes to HSU by relaying the employer's confidential information to another third party.

Any employee identified using a HSU supplied mobile phone in a manner that is unacceptable or inappropriate could be subject to disciplinary action and possible criminal prosecution.