



MOBILE PHONES

Principle:

1. This policy relates to Tasmanian Council on AIDS, Hepatitis and Related Diseases (TasCAHRD) mobile phones. TasCAHRD aims to adopt best practice principles in the management of its mobile phones and to create a safe and appropriate working environment.

Guidelines:

Purchase and Upgrading

2. TasCAHRD will purchase a mobile phone and mobile phone plan, including relevant insurance. The needs of the organisation will be taken into account when investigating quotes and selecting the type of phone and plan. The Chief Executive Officer will approve the purchase of mobile phones and plans.
3. At the conclusion of a mobile phone plan, the ongoing needs of the organisation will be reviewed and determined. If appropriate, quotes for a new phone and/or phone plan will be sought.

Use

4. The mobile phone may be used only for work purposes and will be used only by workers, volunteers and Board members when undertaking TasCAHRD business outside the office, for example; Intra-state travel, Beat and Venue Outreach.
5. Reimbursement for business use of private mobile phones shall be as follows unless covered by individual staff contracts:
 - Prior authorisation;
 - Proof of expense.
 - In accordance with the Community Service Award and on a case by case basis as authorised by the Chief Executive Officer.

Security

6. The phone will remain in the lockable filing cabinet in Reception when not in use.
7. If the phone is lost or stolen the worker, volunteer or Board member responsible for the phone at the time it was lost or stolen must report to the Office Manager immediately so that appropriate steps can be taken to disconnect the phone.
8. The Office Manager will keep a mobile phone logbook in reception recording date, time and person using mobile.

Disposal

9. In disposing of mobile phones where they are no longer of use to the organisation, the sim card will be removed and destroyed if applicable.

Reporting

10. The Chief Executive Officer shall make a report on the use of mobile phones to the Board once every year.

Approved: 24 April 2002

Amended: 5 November 2003

Policy: AMS-04