

MOBILE PHONE POLICY

Policy Statement

Ian Farmer Associates are a responsible employer which takes the health and safety of our employees seriously. This Policy applies to both drivers of company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones.


Drivers who use hand-held mobile phones whilst driving commit an offence under the law.

Accordingly;

- Drivers must not use a hand-held mobile phone whilst driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle provided they are switched off, switched to divert or switched to a message service and not checked during these periods;
- the only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make a call;
- calls may be made and messages retrieved on a hand held mobile phone only when the vehicle is safely and securely parked with the car engine switched off;
- hand-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicle at all times;
- calls made to and from a hands-free mobile phone should be kept as short as possible;

Any breach(es) of the above policy will be treated as a serious breach of company rules and may be treated as a disciplinary matter. In addition you can be personally prosecuted for failing to drive without due care and attention or for dangerous driving.

The undersigned is responsible for formulating, implementing and revising the policy on an annual basis.

Signed  _____

K. O. Marsh
Managing Director

Revised: May 2011
Date of next Revision: May 2012