IGPNEA GUIDELINES ON USE OF MOBILE PHONES

(Reviewed Oct 23)

Purpose of this Policy

This document sets out guidelines and recommendations that IGPNEA employees and members should follow when obtaining and using a mobile phone for IGPNEA purposes.

Ownership

Mobile phones and all associated accessories that are purchased or leased by the IGPNEA remain the property of the IGPNEA. The NEC Officers must sanction any upgrades before they are purchased.

Mobile Phone Usage

The mobile phone is supplied primarily for IGPNEA business.
Prudent usage of mobile phones is expected. Wherever possible, e-mail or SMS texting should be used for short non-urgent messages.
Keep call lengths to a minimum. (For Health and Safety reasons as well as cost – see below).
Texts messages that are inappropriate, obscene or offensive are not permitted.

Security

All IGPNEA mobile phones must be locked by a PIN code wherever possible.

Car Usage

Never use a hand-held mobile phone or device for any reason while driving.

Employees or members using hand-held mobile phones while driving will be personally liable for any fines or penalties which they may incur.

The following points **must** be adhered to while driving when there is no hands-free kit.

- Keep the mobile phone switched off while driving.
- Set up your voicemail/messaging/call forwarding service provided so that it can take messages for you while you are unavailable.
- Only make or receive a call when you are certain it is safe to do so. If you must make a call only do so after you have stopped in a safe place. (This does not include a hard shoulder or traffic lights).

If you have a hands free car-kit the following **must** be adhered to:-

- The mobile phone must be connected to the hands-free unit at all times.
- Do not initiate a phone call while driving, if you must make a call only do so after you have stopped in a safe place - even with a hands-free phone your mind will not be fully on driving.
- If your phone has an auto answer option it must be enabled on the phone. This means your phone will automatically answer calls.
- If you take a call, it is advisable that you should only do so after you have stopped in a safe place. (This does not include a hard shoulder or traffic lights).
- If you must take a call while driving keep conversations short and let the other person know you are driving so the distraction is kept to a minimum. Unlike a passenger who is in the car the person who has called you is not aware of the road ahead.

Loss or theft of IGPNEA mobile phones

Employees and members must make their best efforts to ensure safe custody and care of the mobile phone**.** In the event of loss/theft of a unit the user must first contact the service provider immediately and get the mobile number barred.

Disposing of old mobile phones

All records and phone numbers must be completely deleted from the phone.
Deposit the phone in an appropriate recycling collection point.

Health & Safety issues surrounding use of mobile phones

As expert opinions and research findings regarding the potential harmful effects of using mobile phones remain divided, the IPNA recommends that the following precautions should be observed until further notice:

1) Keep calls to a minimum.
2) Where possible, use a call-forwarding option to a landline phone or other device that increases the distance between the mobile phone and the user.
3) Where possible make calls from a landline.
4) Do not store the mobile phone on your person, e.g., pockets, for any longer than is necessary.

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Signed:_____

References:
Health & Safety Authority
BBC Health News
Journal of Australasian College of Nutritional & Environmental Medicine, Vol 20, No. 1, April 2001; pages 3 – 10.