

POL-04	WIDE BAY GROUP TRAINING SCHEME LTD	Issued: 11/05
Scheduled Review Date: 12/08	PHONE & CAMERA USAGE POLICY	Approved: 11/05 By: General Manager
Reviewed: 12/07	Policy Area: CORPORATE	Amended: 12/07

1. Purpose of the Policy:

Provide guidance for employees and managers as to the acceptable usage of WBGT mobile and home phones and of WBGT digital cameras.

Provide a mechanism for reimbursing work-related calls on private home phones and for WBGT to recover the costs of private mobile calls.

2. Scope:

All calls from WBGT phones, work calls made from private phone lines and the use of digital cameras. All employees.

3. Principles:

- WBGT mobile phones and digital cameras remain the property of WBGT at all times and may be rotated or withdrawn by WBGT to suit work needs.
- Private calls are those not related to the work of WBGT.
- To reduce lost time from making private phone calls in work time.
- Managers are responsible for ensuring subordinate employees comply with this policy.

4. Appropriate use:

- To conduct the official business of WBGT.
- It is acceptable to use mobile phones for private telephone calls or texts at WBGT expense only where it is both reasonable to do so, where it does not clash with work requirements and it is reasonable that WBGT should pay. An example would be to advise family of late arrival home from a field trip or if overnight away from home. This is considered work-related usage and is generally characterised by being infrequent, brief in duration, minimal in cost and does not interfere with the normal business of WBGT.
- Any other phone or camera use is unauthorized, the costs may be reclaimed and persistent abuse may be subject to disciplinary action.

5. Inappropriate use includes:

- To send defamatory or harassing calls or text messages.
- Action or usage that is illegal or assists illegal activities.
- The use of WBGT property to conduct a private business or for a job with another employer or by other persons or organisations.
- The use of WBGT cameras or camera phones for private photography.
- Mistreating, damaging or allowing a mobile phone or camera to be damaged or lost.
- Failure to secure WBGT property, including lending to a non-employee.
- Non-work related private calls (except as noted in clause 4 and 6).

6. Mobile phones:

Mobile phones are a work tool supplied by WBGT for the use of employees for work related communications. It is not part of a salary package or an employment condition.

There should not be any non-work related private calls other than the odd urgent or emergency situation. A WBGT mobile is not an alternative for the ownership of a private telephone by employees. In the rare event a private call is necessary, the cost of the private calls, other than in clause 4 are to be reimbursed to WBGT within 2 weeks of notification. The exception is that WBGT mobile phones can be used on annual leave but the employee is responsible for the reimbursement of all private calls. It is not a requirement to take WBGT mobile phones on annual leave and the private usage is a trade-off if there are calls about ongoing work issues. However, WBGT reserves the right to withdraw the mobile phone for any leave periods or other periods of extended absences.

Where practicable, WBGT fixed phones are always to be used in preference to WBGT mobile phones because of the lower call charges. The only exception is from a WBGT mobile to another WBGT mobile where the current call plan allows free calls (as at December 2007).

There is a limited number of credit built into the WBGT phone plans and where it is not reached the surplus is automatically offset against another phone account. It does not accumulate and is not wasted.

The charge rate for mobile calls is expensive at 15 cents per 30 seconds (as at December 2007).

As a general guide it is expected that the bill for mobile phone calls will be around \$200 per month per phone maximum. If this amount is exceeded without reasonable explanation, WBGT reserves the right to unilaterally cap the monthly phone usage for outgoing calls. It is the responsibility of the holder of the mobile phone to minimise call costs.

Mobile phone bills of \$100 per month or less will not be screened for private calls nor will reimbursement for private calls be expected as the cost of administration exceeds the benefit.

7. Process for Calls:

A) Work calls on Private Home Phone:

To avoid intrusion, the use of private home phones is to be discouraged and WBGT mobile phone numbers should be given wherever possible. However it is recognized that on infrequent occasions the private phone of an employee may be the best choice for an outgoing work related call.

The process in such cases is that the employee keeps a register of each call then marks off the individual calls that were private on the home telephone bill. A photocopy of the register along with the bill with work-related STD calls identified, and the value totaled and signed is to be forwarded to WBGT for payment. This is necessary for the substantiation that the Australian Taxation Office requires for the reimbursement of the cost of such calls to employees. Payment cannot be made without the necessary substantiation.

The cost of work calls from home phones will be charged against the budget of each office.

B) Private Calls on a WBGT Mobile Phone:

The Telstra bill for each mobile phone will be copied and sent to the employee to whom that phone is assigned. The employee will vet the bill and mark off any private calls (e.g. mostly clause 6, calls made when on annual leave) and total the amount on the bill and sign a handwritten notation that all non-work related private calls have been identified. It is to be returned to the Accounts Payable within 2 weeks of receipt, along with payment for the private calls.

Mobile phone costs will be charged against the budget of each office.

8. General:

No overseas calls e.g. ISD are to be made from any phone without the prior permission of the immediate supervisor and is only to occur in cases of emergency. Mobile phones have been ISD barred.

Accounts Payable is to maintain a register of all payments against each mobile phone and home phone account. Any exceptions to this policy require the approval of the GM.

“TERMS OF USE” AGREEMENT

I, _____, employee of the Wide Bay Group Training Scheme Ltd, have read and understand the terms and conditions as outlined in the above policy.

Signed: _____
(Employee Name)

Date _____