

# MOBILE PHONE & ELECTRONIC DEVICE POLICY

## Introduction

This policy is designed to safeguard both users of mobile phones and L Lynch Plant Hire & Haulage Ltd. It aims to ensure that these are used effectively, for their intended purposes and without infringing legal requirements or creating unnecessary business risk.

## Statement of Intent

This policy sets out general principles and specific rules. Its aims are to:

- promote the effective use of mobile phone facilities
- ensure that all users understand how mobile phones supplied by L Lynch should and should not be used
- protect both L Lynch and individuals from the possibility of legal action
- protect L Lynch's information technology systems against damage from mobile phones or electronic devices which have email and internet facilities

## Scope

This policy applies to all employees granted use of mobile phones supplied by L Lynch. It also includes contractors connecting to L Lynch resources using mobile phones or electronic devices which have email and internet access.

Mobile phones are provided primarily for the following circumstances

- the need for the employee to be contactable and to contact others
- if the job requires out of hours contact
- if, following a risk assessment, a risk to personal safety exists which in part may be addressed by access to a mobile phone

In determining whether a mobile phone is required, the following factors will be considered

- whether the employee has other communications facilities which would suffice
- whether the employee could share a mobile phone with other employees
- whether another mechanism would satisfy the communications requirement
- revenue budget considerations

Eligibility for an L Lynch provided mobile phone is determined as an operational matter for managers. You must use the company's mobile phone or electronic devices responsibly, lawfully and in accordance with the terms of this policy.

It is expected that staff use a mobile phone or electronic device in a responsible and lawful manner and NOT use the mobile phone or electronic device to access, use or distribute any material, or to participate in any activity, which is, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to other users.

- Mobile Phone Security

All company mobile phones will be supplied with a protective case and screen protector, which must always remain on the mobile phone. The user may be responsible for any cost of repair or replacement other than fair wear and tear. If a replacement is required, L Lynch will organise this.

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Relevant care should be taken to ensure that mobile phones or electronic devices are kept securely and not left on display in vehicles etc. Security lock codes should be used where available to prevent misuse of L Lynch mobiles or electronic devices. Line managers should keep a record of individuals' mobile locking codes, should the user forget their code.

- Voicemail

Users should ensure their voicemail is set-up: not only is this convenient, it is essential to have this set up in advance in case a call should come in while the mobile phone user is driving.

- Use while driving

L Lynch discourages the use of mobile phones, both handheld and hands free, whilst driving; voicemail should be relied upon to answer the call whilst driving. The user can then take the message when safe and legal to do so. The advice from the Royal Society for the Prevention of Accidents' advice can be viewed at <https://www.rospa.com/Road-Safety/Advice/Drivers/Driver-distraction>.

RoSPA's advice also states that car handsfree kits should not be used while driving as it only slightly reduces the risk to the driver.

- Personal Use

L Lynch provides mobile phones or electronic devices to help you to carry out your job. However, it is recognised that you may have to make personal calls or send personal text messages during working hours, or outside normal working hours. Where it is deemed that an unreasonable amount of personal calls or text messages have been made using the mobile phone or electronic device, L Lynch reserves the right to deduct those costs, either through deduction from pay, or otherwise and may also take action under the Disciplinary Procedure.

- Downloading Software

Mobile phone users should not download software on to their phones or electronic devices unless required to by the Company and authorised by Senior Management. Downloads can contain viruses which renders the phone or device useless and irreparable.

- Support

If there are any queries on the use of the company mobile, please contact IT via email [itsupport@l-lynch.com](mailto:itsupport@l-lynch.com) or telephone 020 3837 5678.

This policy will be communicated to all employees and organisations working on our behalf, displayed at our offices, on our intranet and is available to defined interested parties.

This policy will be reviewed annually or sooner by senior management to ensure its suitability. Where necessary it will be amended, reissued, and communicated to all employees and people working on its behalf.



Rob Lynch, Joint Managing Director

Date: 15/10/25

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