



Company Mobile Phone Policy

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Introduction

The purpose of this policy is to help us all get the most out of the advantages mobile phones offer our company while minimising distractions, accidents, and frustrations improper mobile phone use can cause.

Employees will no longer be permitted to use their personal devices to access company data, apps, emails, or calls. This is due to a variety of security issues and includes the requirement to wipe any device that is lost or stolen.

Providing company mobile phones also provides employees with a back-up device e.g., if there is an issue with their company laptop that means they are unable to access work emails until the issue is resolved.

This policy applies to mobile phones provided by OXPEG and covers all employees who are issued with a mobile phone for business use.

The OXPEG mobile phone policy offers general guidelines for using a company mobile phone.

Company Mobile Phone Usage

The following are OXPEG's basic guidelines for proper employee mobile phone use. In general, mobile phones should not be used when they could pose a security or safety risk, or when they distract from work tasks:



- Calls to premium rate numbers and overseas are not permitted, unless there is a real business need and authorisation has been provided by the relevant Manager.
- The safeguarding of work mobile phones is the employee's responsibility. Work mobile phones must not be left in a visible place such as an unattended car.
- The employee is responsible for protecting the phone from loss, theft, or damage
- Work mobiles may be used for personal calls, within the limitations of the payment plan.

Mobile Phone Guidelines

We realise mobile phones can be great tools for our employees. We expect company mobiles to have employees Outlook setup to receive company emails. This will be useful for employees when out of the office e.g., out of the office at conferences, on trains etc...

We encourage employees to use mobiles phones when:

- Making or receiving work calls in the appropriate place and situation to do so
- For other work-related communication, such as text messaging or emailing in appropriate places and situations
- To schedule and keep track of appointments
- To carry out work-related research
- To keep track of work tasks
- To keep track of work contacts
- To access work related authentication apps
- Mobile phones should not be allowed to distract employees from business tasks. They should not be used for surfing the internet or gaming during work hours



- Never use a mobile phone while driving unless via hands free, or in any situation where they can cause accidents.

System, Device and Information Security

- Company mobiles will be distributed with a cover for the phone please ensure this cover always remains on the phone.
- Apple accounts only permit unique email addresses, and we require you to use your work email address to register for your account.
- Loss of or damage to a company mobile phone should be reported to the IT Director and Bluecube immediately, regardless of day of the week/time.
- In the event of a mobile phone being lost or stolen staff members must co-operate in wiping the device remotely, even if such a wipe results in the loss of your own data, such as photos, contacts, and music.
- The company requires that you install or update company-approved device management software on your device.
- The use of a personal identification number (PIN, Password or Passphrase) is required for added security
- Only secure Wi-Fi networks should be used for internet access
- No software, files or photos should be installed or accessed that are of an inappropriate nature
- OXPEG management reserve the right to check a user's mobile phone at any time
- Mobile phones are for the sole use of OXPEG employees and must not be used by anyone else
- Students should not be contacted via OXPEG mobile phones unless prior permission is given, and student contact is in line with company/team internal policies
- In the event of a mobile being wiped due to loss or theft employees agree to update password and login details on all company applications.



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Disciplinary Action:

Improper use of mobile phone usage for illegal or dangerous activity, for purposes of harassment, or in ways that violate the company confidentiality policy may result in employee termination.

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