



STATEWIDE GROUP TRAINING (SA) INC

TELEPHONE USE POLICY

PURPOSE:

Statewide Group Training (SA) Inc (SGT) recognises that in certain circumstances, employees may receive or be required to make private telephone calls, or other forms of personal communication whilst at work.

SCOPE:

This policy applies to:

- Board Members
- All staff, including: Managers, Field Officers, Administrative Officers; full time, part time, casual, temporary or permanent staff; apprentices and trainees, contractors, sub contractors, and work experience personnel.

POLICY:

The appropriate manager/supervisor will be responsible for ensuring that the number and duration of private telephone calls made and received by employees/apprentices/trainees are kept to a minimum to avoid unnecessary disruption to work.

This Telephone Use Policy applies to any form of communication device that can be accessed by an employee/apprentice/trainee, including, but no limited to:

- Fixed line telephones;
- Mobile telephones, including voice and data/image transmissions;
- Facsimile machines;
- Personal digital assistants (PDA's)
- Laptop computers; and
- Electronic communication such as email or internet (including VOIP), where costs are involved.

For comprehensive details about the use of internet and email systems by employees, refer to SGT's Information Technology Policy.

Employees should be aware that the private utilisation of SGT telephones and other communication devices is a privilege and not an automatic right.

The use of personal communication devices, such as mobile phones, is also to be regulated by the terms of this Telephone Use Policy.

Employees who have the use of telephones and other communication devices must observe SGT Code of Conduct Policy and must not use telephones and/or other communication devices to make offensive and/or unlawful transmissions.

Such devices must only be operated in a lawful manner, for example, a hands-free unit must be used if operating a mobile phone while driving a motor vehicle. Any breaches of the law arising out of unlawful and/or inappropriate use, including any fines or charges levied, will be the sole responsibility of the employee concerned.

Employees must also guard against the misuse and ensure the security of any mobile telephone or communication device issued to them for their use. This will include physically securing the device



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when appropriate (e.g. mobile phone not to be left in view whilst in unattended vehicle) and the use of passwords, personal identification numbers (PINs) or the like, to minimise the risk of excessive unauthorised use (e.g. if lost or stolen).

APPROVED: KYM ANDERSON

DESIGNATION: CHIEF EXECUTIVE OFFICER

APPROVAL
SIGNATURE:

DATE: 27TH MARCH 2023
