**VEEVE Equipment Policy**

Introduction

This policy outlines your responsibilities in respect of Company mobile phones and all portable computer equipment, including laptops and all other portable devices issued to you. It should be read in conjunction with the Company’s Social Media and Computer Usage Policy.

Criteria and authorisation

Company mobile phones and portable computer equipment are made available to employees where:

* The provision is intrinsic to the content of the job, and/or
* Where they can be justified for any other business reason

This will be agreed by the Chief Executive Officer and Chief Financial Officer and reviewed on a periodic basis.

Provision and use of mobile phone

If the Company provides you with a mobile phone for business purposes, the Company will meet the rental and standard costs in respect of business calls. You must ensure that the mobile phone and accessories are kept in good condition at all times and that your mobile phone is charged and available for use during working hours.

You must observe any site specific restrictions imposed by other organisations regarding the use of mobile phones, including requests to keep mobile phones turned off.

You must not use the mobile phone whilst driving unless you have the appropriate Blue Tooth or similar device set up and it is legal in the country you are in to do so and in emergency situations only.

Where possible you should endeavour to use a land line rather than the mobile phone, especially when roaming. All users should try to connect and use Wi-Fi/VOIP connections where available, especially in the hostels and at head office.

Inappropriate use of mobile phone

The content of text messages and voicemail must comply with the standards required of any other form of written or verbal communications and be consistent with accepted conventions and practice.

Abuse of the text or voice messaging facility may result in disciplinary action. The sending and/or receiving of any material which is, in the opinion of the Company, inappropriate (ie: defamatory, offensive or obscene, untrue or malicious) may constitute gross misconduct and result in summary dismissal.

If you receive an inappropriate text or voice message, you must notify your Line Manager immediately.

Company mobiles may only be used for limited and reasonable private use. The Company reserves the right to deduct from your pay the cost of any excessive personal calls made, or alternative arrangements may be agreed to repay these costs.

Loss or damage of equipment

Company mobile phones and portable computer equipment issued to you are your responsibility. You must take all reasonable precautions to ensure equipment is not stolen, lost or damaged. Do not leave equipment in a visible place such as in an unattended vehicle. Where possible, you must set up password protection on all equipment to prevent unauthorised access.

If any equipment is left in the workplace overnight, it must be placed in a secure cupboard or drawer.

In the event any equipment is stolen, lost or damaged, you must contact your Line Manager immediately.

Normal wear and tear of equipment over time is accepted, however if loss or damage is caused to Company equipment as a result of your negligence, you may be charged for the cost of the repair or for a replacement. You may also be required to reimburse the Company for the associated costs and the Company may deduct the sum owed directly from your pay.

The following procedure must be followed for the supply of all new and replacement mobile and portable computer equipment:

* Request form completed (see Appendix One)
* Completed form to be signed by
  + Requestor
  + Line Manager
  + Financial Controller
* Completed form to be returned to IT for purchasing.

Return of equipment

If you are asked to return any equipment to the Company, you must return it and any accessories immediately to your normal place of work. On termination of employment, all equipment must be returned to the Company no later than the final day of your employment. The Company reserves the right to deduct the cost of any equipment/accessory that is not returned, or is returned in a damaged condition due to your negligence, from your final pay.

Breach of this policy

If this policy is breached, the Company reserves the right to withdraw the Company equipment issued and take disciplinary action in accordance with the Disciplinary, Grievance and Appeals Policy.

**Appendix 1**

**Mobile phone and portable computer equipment order form**

Use this form to order all replacement mobile phone and portable computer equipment requirements.

Name:

Job title:

Date:

Justification: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Authorised signatories**

Requestor: Name:

Signature:

Date:

Line Manager: Name:

Signature:

Date:

Financial Controller: Name:

Signature:

Date:

By signing this form, you agree to all of the conditions of use as detailed in this Equipment Policy.