

Hockey MD Pty Limited Policy for Mobile Phone Use

For the purpose of this document, “staff” refers to all Hockey MD Pty Limited Staff, volunteers and contractors.

1. RATIONALE AND PURPOSE

The purpose of this policy is to provide staff of Hockey MD Pty Limited with guidelines regarding the appropriate use of private mobile phones used during the course of performing their duties for Hockey MD Pty Limited.

2. SCOPE OF THE POLICY

- Mobile phone usage should conform with Hockey MD Pty Limited Code of Conduct and Personal use of Social Media policy.
- Mobile phones should be used ethically, effectively, efficiently and carefully.
- Staff should be conscientious in their use of Hockey MD Pty Limited resources and must not permit their misuse by any other person or body.
- Staff must avoid any action or situation that could create the appearance that Hockey MD Pty Limited property is being improperly used for a staff member’s benefit or the benefit of any other person or third party.
- Staff must not use a mobile phone throughout the duration of the agreed contract or time, unless previously approved.
- The private usage of personal mobile phones during business hours or contract agreement must not interfere with the staff members work performance or detract from the staff member performing their normal duties, along with other requirements as specified in Hockey MD Pty Limited Policy for Personal use of Social Media.

Staff will be subject to disciplinary action and may face legal action if the following occurs:

- Staff inappropriately use their mobile telephone to send an SMS, MMS, GIF or make a call to a fellow staff member who is working for Hockey MD Pty Limited, or a customer, parent, or shareholder, the content of which amounts to unlawful discrimination, sexual harassment or bullying.
- Staff inappropriately use their mobile phone to download pornographic images or offensive videos.
- Staff inappropriately use their mobile telephone to engage in other conduct which is unacceptable.