



Cook Islands Sports & National Olympic Committee

TELEPHONE USE POLICY

1. POLICY

The policy provides guidance on the use of Mobile phones for all Staff.

2. SCOPE

This policy applies to all employees of the organisation and to the use of mobile phones. Mobile phones are provided to enable staff members to perform their duties. Mobile phones will be provided by CISNOC, including payment for lease and calls.

3. PROCEDURES

The issuing of mobile phones is to be approved by the Secretary General / Chief Executive Officer and must have a corresponding budget allocation. All staff conducting out of office or home visits to clients must be issued with a mobile phone as part of the organisation's safety procedures.

- 3.1. Phones allocated for their use both during and after office hours. If a mobile phone is lost, stolen or misplaced, the Business Support Leader must be informed immediately so that the line can be de-activated.
- 3.2. Mobile phones must not be used for personal calls outside of work hours. All work related calls from or to a mobile phone should take place during work hours.
- 3.3. Mobile phone usage will be monitored to ensure the majority of usage is within work hours.
- 3.4. It is the responsibility of the Secretary General / Chief Executive Officer to ensure that mobile phone usage for staff remains within the budget allocation and that the answer message on the phone is set up in line with the authorised CISNOC answer message.
- 3.5. Local calls made from desk landline phones should be appropriate to the work of the staff member. Private local calls from landline phones are permitted provided they do not detract from the staff member's work responsibilities or tie up lines required for business.
- 3.6. International calls for any purpose requires the approval of the Secretary General / Chief Executive Officer prior to conducting the call.

4. DAMAGED OR LOST PHONE

- 4.1. If a Staff member damages the phone, he or she will need to complete the damage on the INCIDENT FORM.
- 4.2. If the Mobile was damaged by the Staff member, he or she is liable to pay 50% of the Insurance Excess.
- 4.3. In the event a phone is lost, the account will be stopped immediately and an investigation will commence with the Secretary General / Chief Executive Officer and Staff.
- 4.4. A replacement phone may be handed to the employee as a temporary measure until the investigation is completed and the actions if any are taken.

Other Relevant Documents

Financial Controls

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