Compass Group UK & Ireland Ltd

**Mobile Phone Policy**

**Aim**

As part of our overall health and safety policy, the company are committed to reducing the risks which our staff face when driving for work.

**History**

The laws of mobile phone use was first introduced Dec 2003, update 2007 to incur 3pts and a £60 fine. After the recent update to the law, it’s illegal to hold and use a phone, sat nav, tablet, or any handheld device that can send or receive data, while driving or riding a motorcycle.

**Company’s Commitment and Responsibility**

The company prohibits the use of any handheld communication device whilst driving. It is illegal, and therefore you are prohibited from using, a handheld mobile phone (whether company issued or personal phone), recording device or other data receiver (such as satellite navigation systems) whilst you are in control of a company vehicle which includes when you are driving, waiting at traffic lights, in a traffic jam or at any time the vehicle is not safely parked with the engine switched off.

Handheld phones may only be carried in the vehicle if they are switched off/not answered or checked during driving. Any calls made, or messages sent may only be done so when the vehicle is safely and securely parked off the road with the engine switched off. Properly fitted hands free mobile phones are legal and can be used only when the driver deems it safe to do so.

Drivers must always retain full control of their vehicles and can be prosecuted for failing to drive without due care and attention or for dangerous driving. If your hands-free mobile phone rings whilst you are driving, you may answer the call if safe to do so, keeping the call as short as possible. Hands free equipment is permitted.

The only occasion under which a handheld phone can be used whilst driving is to make a 999- emergency call, but only if it is not safe or practical to stop to make the call.

When possible, provide ETA by email or text prior to setting off on a journey and if running late on a job, find a safe place to inform the office.

Any staff who must call a driver, knowing they are likely to be in their vehicle at the time of the call must restrict the duration of the call or use a messaging service.

Petrol and refuelling stations must never be used for making or receiving mobile phone calls or messages, whether hands free or not.

Any breach(es) of the above policy will be treated as a serious breach of safety and company rules, and treated as a disciplinary matter, which may include dismissal.

* This means that you cannot use a device in your hand for any reason.
* The law still applies if you are stopped at traffic lights, queuing in traffic, supervising a learner driver, or using a car that has a start/stop engine when you're not moving.
* You must never use a handheld device when behind the wheel, even if it is offline or in flight mode.
* Should you break the law, you can get up to 6 penalty points and a £200 fine. You could also lose your licence if you passed your driving test within the last 2 years.
* You can get a further 3 penalty points if you do not have a full view of the road and traffic ahead or proper control of the vehicle if you are using a handheld device.
* Offenders can also be taken to court where they can be banned from driving and receive a maximum fine of £1,000 - or up to £2,500 for professional drivers.
* The company has a legal obligation to report a mobile phone offence to the Traffic Commissioner, who may it turn decided to suspend your vocational qualification, resulting in you being unable to driver professionally.

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| Issue No | Approved By | Signature | Date |
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I declare that I have read and understood the contents of this Mobile Phone policy and agree to adhere to it at all times during my employment with Compass Group UK & Ireland Ltd.

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Company representative |  |  |  |