



Winkfield Parish Council

Personal Use of Mobile Phones and Personal Electronic Devices at Work

Reviewed and Adopted: 20th January 2026

Review by Clerk: January 2027

Review by: January 2031

1. Introduction

While at work, employees are expected to limit (or refrain from) the use of mobile phones or other personal electronic equipment.

The policy applies during contracted working hours, whether employees are working on Council premises or at external locations

- 1.1** Personal calls, personal instant messaging, personal text messaging or use of personal social media channels during the workday -- regardless of whether the equipment used is company-provided or not -- interferes with employee productivity and is distracting to others.
- 1.2** Employees are at work essentially to provide value to the Parish. They are expected to limit personal interactions during work time to very important personal matters (or, emergencies) only. Personal calls, text messages, instant messages or personal social media use should, wherever possible, be restricted to non-working time such as breaks. Employees should ensure that friends and family members are aware of these expectations.
- 1.3** Nothing in this policy is intended to prevent reasonable adjustments being made for employees with disabilities or health conditions, or where required to comply with the Equality Act 2010
- 1.4** Council-issued equipment
Where the Council provides mobile phones or other electronic devices, these are intended primarily for business use. Limited personal use may be permitted, provided it does not interfere with work duties or incur additional cost to the Council.

2.0 Loss/Damage to personal equipment

WPC is not liable for the loss of personal, mobile phones or other personal electronic equipment brought into the workplace.

Employees bring personal equipment to work at their own risk.

3.0 Health, safety and conduct

Employees must ensure that the use of mobile phones or personal electronic devices does not create a health and safety risk to themselves or others, or interfere with the proper performance of their duties.

4.0 Breaches of this policy

Failure to comply with this policy may be addressed through the Council's disciplinary procedure, depending on the nature and seriousness of the breach.

5.0 Review Interval and Reporting

The Clerk will conduct an administrative review of this policy on an annual basis. Following each review, the Clerk will report to the Council that the review has been conducted, indicating either:

- "Review conducted – no changes required"
- "Review conducted – changes recommended," in which case any proposed amendments will be presented to the Council for consideration.

The policy will be formally presented to the Council for adoption at least once every five years, or sooner if changes are required due to legislation, Council operations, technology, or working practices. This approach ensures compliance with standing orders while allowing for efficient administrative management of the policy.