

BURNIE BOWLS CLUB POLICY

MOBILE PHONE USE

Purpose

Burnie Bowls Club believes in providing an enjoyable environment for volunteers and paid staff.

Objective

To provide information on the private use of mobile phones during work times, for volunteers and paid staff.

Scope

This document applies to all employees and all volunteers who work behind the bar, the kitchen or elsewhere in the centre.

Policy

Definition used in the policy:

MOBILE SERVICE

A mobile service includes any smart phone, mobile phone or tablet (eg iPad), or other communication device, that is not issued by the club in the performance of the associated duties.

Communication devices are part of our normal day-to-day working in a connected world. While these devices offer a certain amount of freedom and the connection with those we value, they can also be seen as detracting from the roles that we are there to perform.

While every opportunity is afforded staff and volunteers to work in a friendly setting, it may be seen by others who depend on our service, as detracting from the provision of that service.

While working in the centre, by way of paid service or volunteer, members are not permitted to use their mobile device during the performance of those duties. Should a need exist and there is adequate coverage of their duties, staff may use their device for short periods, however staff must be outside of where they would normally be providing services, eg working behind the bar, use their mobile device away from the bar.

Members who require their mobile service for the performance of their duties should seek prior approval before assuming this to be the case. Approval should be sought from your immediate supervisor in the first instance.

Related Documents

Nil

Adopted	Review
August 2018	July 2021