**Use of Company Facilities**

**Policy**

My Support and Care services Ltd aims to provide its employees with facilities in order to undertake their job role safely and effectively.

***Mobile Phones***

These are provided for employees to use whilst on duty in order to:

* Make contact with other colleagues on duty
* Make contact in the event of a crisis or emergency
* Employees to be contacted by Customers

Employees will not use company mobile phones for their personal use and must use them in accordance with the law i.e. not using a mobile phone whilst driving.

However as personal mobile phones are not to be used whilst on shift, staff are able to inform appropriate personal contacts of their work mobile numer for use in the case of urgent or emergency situations.

For example

* Their partner/husband/wife
* A child in their care
* The school of a child in their care

***E Mail and Internet Access***

This is provided as a communication and research tool.

Employees have full use of these facilities and are asked only to use them for personal use in their own time (the company E Mail address must not be used for personal use).

Employees will not access websites that are inappropriate or illegal, if they are found to be doing so they will be subject to My Support and Care Services Ltd disciplinary procedures.

***N.B***

All employees are expected to treat My Support and Care services Ltd facilities with respect, due care and attention.