

**5.6 EMPLOYEE'S PERSONAL PROPERTY:**

The Organisation does not accept responsibility for any loss of, or damage to, any personal property brought onto its premises. You are asked not to bring valuable items onto the premises, and in particular not to leave items overnight.

**5.7 PERSONAL MAIL:**

We reserve the right to open all mail addressed to our employees. For this reason personal mail should not be sent to the Organisation unless by prior arrangement with management.

**5.8 PERSONAL TELEPHONE CALLS & INTERNET:**

- Telephones are essential for our business. Staff are not permitted to make personal telephone calls on the Organisation's telephone or fax system, or use the internet, except in cases of emergency and with authorisation from the Manager.
- Incoming personal calls are allowed only in cases of emergency.

**5.9 USE OF MOBILE TELEPHONES:**

Mobile telephones must be kept switched off during duty hours. If you need to make a call on your mobile this may only be done during your break periods and in such cases we ask that you remain aware of the potentially negative social implication of mobiles and to be sensitive to the people around you.

**5.10 PARKING:**

- Parking facilities on our premises ( ----- **describe the parking facilities available for staff and visitors** ----- )
- Any vehicles parked on our premises are at the owner's risk. No liability is accepted for any theft from, or damage to, vehicles left on our premises.
- Vehicles should be parked in such a way as not to cause obstruction to others or reduce access to or from the premises.

**5.11 VEHICLES:**

- The Organisation uses a people-carrier for the transportation of service users. There will be only a limited number of staff who are authorised to drive the vehicle, and the management reserves the right to decide who will be suitable. Selection will depend upon individual driving record and perceived ability to drive a people-carrier.