

5.6 EMPLOYEE'S PERSONAL PROPERTY:

The Organisation does not accept responsibility for any loss or damage to any personal property brought onto its premises. Employees are strongly advised not to take valuables with them when undertaking care duties at service user's homes.

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:

- Employees are not permitted to make telephone calls on the Organisation's telephone system, or use Company fax machines or e-mail facilities, unless it is in the course of the proper performance of their duties. In cases of genuine need, personal telephone calls may be made with prior authorisation from the manager or supervisor. Under no circumstances should you use service users' telephones.
- Employees are discouraged from receiving incoming personal telephone calls unless, again, it is a case of genuine need.

5.9 USE OF MOBILE TELEPHONES:

- The Organisation may issue Care Staff with mobile telephones. In such cases they must only be used in the course of proper performance of duties. The policies concerning the personal use of telephones will apply, reference 5.8 above.
- Each employee should be aware of the potentially negative social implications of mobile telephones, and be sensitive to other people around them. If possible, set the telephone to "ring" in vibration mode; if a ringing tone has to be used set the ring to a plain telephone ring, and avoid the use of musical chimes. Set the ringing tone to a low volume.
- Personal calls from mobile telephones should not be made during duty hours when at a client's home, except in cases of emergency.

5.10 RADIO EQUIPMENT:

Employees should not operate any form of personal audio device at their place of work, or while carrying out care duties at service users' homes.