

# Memorandum

**To: All Staff**

**Re: Mobile Phone Policy**

**Date: 23<sup>rd</sup> of October 2023**

---

The SSF Group Australia; **(the Employer)** would like to take this opportunity to remind you of the Phones and Other Devices policy **(the Policy)** in the Employee Handbook.

It has come to the Employer's attention that some employees have been using their personal mobile phone during working hours. You are reminded that such conduct is not permitted, and that you are not to have your personal mobile phone on your person during working hours due to its ability to negatively impact on your productivity and quality of work.

For your convenience, the Policy has been attached to this memorandum for your reference.

## **8.4 PHONES AND OTHER DEVICES**

*The **Employer's phones**, computers, laptops and other devices are to be used for business purposes only.*

*Any unauthorised personal use may be repayable by you and may result in disciplinary action up to and including termination. The Employer reserves the right to request to deduct the appropriate sums from your salary in the event that repayments are not made.*

***Personal mobile phones** and other **personal devices** should not be used during work time, other than in emergencies and should be stored away or not brought into the workplace. Should you need to be contacted during work time, attempts should be made through the business phone.*

Please note that breaches of this policy may result in disciplinary action.

Please sign the acknowledgement section attached and return this memorandum to the Employer to indicate your understanding of the details confirmed in this memorandum.

If you have any questions or concerns in relation to this matter, please contact OAC Governance Unit via [OAC-GOVERNANCE@ssfservices.com.au](mailto:OAC-GOVERNANCE@ssfservices.com.au)

---

**SCAN TO REGISTER YOUR ACKNOWLEDGEMENT AND UNDERSTANDING**

