

Personal Communications Policy

1.0 Purpose

The purpose of this policy is to outline the acceptable use of Personal Communication devices at Kelvin TOP-SET Ltd. These rules are in place to protect the employee and Kelvin TOP-SET Ltd.

2.0 Scope

This policy applies to any use of Personal Communication Devices and Voicemail facilities issued by Kelvin TOP-SET Ltd or used for Kelvin TOP-SET Ltd business.

Voicemail facilities are provided on Horizon Cloud PBX and Microsoft Teams which are accessible from within Kelvin TOP-SET offices, home working and PCDs.

3.0 Policy

3.1 Issuing Policy

Personal Communication Devices (PCDs) will be issued only to Kelvin TOP-SET Ltd personnel with duties that require them to be in immediate and frequent contact when they are away from their normal work locations. For the purpose of this policy, PCDs are defined to include handheld wireless devices ("BlackBerry's"), mobile telephones, laptop wireless cards and pagers. Effective distribution of the various technological devices must be limited to persons for whom the productivity gained is appropriate in relation to the costs incurred.

Handheld wireless devices may be issued, for operational efficiency, to Kelvin TOP-SET Ltd personnel who need to conduct immediate, critical Kelvin TOP-SET Ltd business. These individuals generally are at the business / technical support, senior management and executive level. In addition to verbal contact, it is necessary that they have the capability to review and have documented responses to critical issues.

3.2 Bluetooth

Hands-free enabling devices, such as the Bluetooth, may be issued to authorised Kelvin TOP-SET Ltd personnel who have received approval. Care must be taken to avoid being recorded when pairing Bluetooth adapters; Bluetooth 2.0 Class 1 devices have a range of 330 feet.

3.3 Voicemail

Horizon voicemail boxes are issued to Kelvin TOP-SET Ltd personnel who require a method for others to leave messages when they are not available. Voicemail boxes must be protected by a PIN which must never be the same as the last four digits of the telephone number of the voicemail box. Voicemail is not considered a secure medium for recording and retrieving sensitive and confidential information. If you need to deliver such a message, ask the recipient to call you back rather than leave a voicemail message.

Microsoft Teams voicemail is granted as default. To enable retrieval of recorded messages, you must be logged in to your Microsoft account which is secured using 2FA.

3.4 Loss and Theft

Files containing confidential or sensitive data may not be stored in PCDs unless protected by approved encryption. Confidential or sensitive Company data shall never be stored on a personal PCD. Charges for repair due to misuse of equipment or misuse of services may be the responsibility of the employee, as determined on a case-by-case basis. The cost of any item beyond the standard

authorised equipment is also the responsibility of the employee. Lost or stolen equipment must immediately be reported to the Kelvin TOP-SET Ltd IT Staff.

3.5 Personal Use

PCDs and voicemail are issued for Kelvin TOP-SET Ltd business. Personal use should be limited to minimal and incidental use.

3.6 PCD Safety

Conducting mobile telephone calls or utilizing PCDs while driving can be a safety hazard. Drivers should use PCDs while parked or out of the vehicle. If employees must use a PCD while driving, Kelvin TOP-SET Ltd requires the use of hands-free enabling devices.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action that leads to being ineligible for continued use of PCDs. Extreme cases could lead to additional discipline, up to and including termination of employment.

A contractor found to have violated this policy would be liable to their contract to provide a service terminated.

5.0 Definitions

Term	Definition
<i>Bluetooth</i>	Bluetooth provides a way to connect and exchange information between devices such as personal digital assistants (PDAs), and mobile phones via a secure, globally unlicensed short-range radio frequency.
<i>PIN</i>	Personal Identification Number.
<i>Confidential or sensitive data</i>	All data that is not approved for public release shall be considered confidential or sensitive.

6.0 Revision History

Who	Date	Revision Type	Revision Number
Scott Bowden	20/10/2021	Initial draft	V0.1
Scott Bowden	14/03/2022	Updated	V0.2
Scott Bowden	30/01/2024	Annual check/update	V0.3