



## STREETLIGHT UK MOBILE PHONE USE POLICY

1. Personal mobile phones should not be used during working hours for personal use.
2. If the employee has been provided with a Streetlight UK mobile phone for work use, personal mobile phones should not be used when engaging with individuals on behalf of Streetlight UK. The exception to this is any Streetlight UK WhatsApp group chats in which the employee is a part of using their personal mobile phone number.
3. If the employee has been provided with a Streetlight UK mobile phone for work use, personal mobile phone numbers should never be given out to partners, funders, service users, or any other individual looking to connect with Streetlight UK.
4. Employees should keep their personal phones in their bags or out of sight when meeting with any individual on behalf of Streetlight UK.
5. If the employee needs to make or answer a personal phone call using their personal mobile phone during work hours, they must ask permission from their Line Manager before doing so.