

POWYS CHALLENGE

Registered Charity No: 1091494 Company No: 4350654

Guidelines on Private Use of Office Telephones

Powys Challenge is conscious that all staff need to make private calls from time to time and are happy that short, local calls may be paid for by Powys Challenge.

However, it is important that personal calls are kept to a minimum in order that we make proper use of our income- and also because personal calls can disrupt the working day and thus loss of valuable time.

The following guidelines are therefore issued.

- 1 Staff may make local calls or calls to home on an occasional basis without cost.
- 2 Staff may make regional or national calls on an occasional basis, but will be required to identify these on office telephone bills and repay the costs.
- 3 Staff may not use the Internet for personal use without permission.

Please note that these arrangements are only valid for staff working in Powys Challenge's own offices. Where staff are working in other offices (Probation, Youth Offending Team) they must adhere to the policies of the host agency.