



Policy on the Allocation and Management of Cell Phones

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Background

- 1.1. The Northern Cape Department of Health continually supports the enhancement of employees work performance by making available the tools of trade.
- 1.2. Taking into account the vast geographical nature of the Province and department's service delivery policy mandates, certain managers and staff, due to their official positions or the nature of their work, need to be consistently contactable for business purposes, to pursue departmental requirements and / or in the event of emergencies.
- 1.3. The cell phone is regarded as a necessary tool which enables officials of the department to make and receive work related communications when they are not physically at the office.
- 1.4. While cell phones should primarily be regarded as a tool that could lead to better productivity through making officials more available and connected to their work related calls, it can also be abused with high costs to the department.
- 1.5. Therefore, this policy is intended to regulate the administration and usage of an employer-provided cell phone by employees of the Department.

Definitions

- 2.1. **"Cell Phone"** means a standard mobile telephone with the ability to make and receive calls, text, or data messages without a cable connection, and supplied by registered service provider.
- 2.2. **"Service Provider"** means an enterprise registered to provide cellular phones and connectivity.
- 2.3. **"Official"** means an employee of the Department Of Health in the Northern Cape Provincial Government appointed in terms of Public Service Act 1994 as amended.

Policy Aim

3. This policy aims to standardise employee acquisition and usage of cell phones in the Northern Cape Department of Health.

