

Relevant Legislation	Section 152(7) of the Constitution
Commencement Date	27 April 2017
Review Date	The review date is 12 months after the commencement date and every three years after that.

POLICY STATEMENT

1 Intent

The purpose is to outline that authorised users of mobile phones to be contactable at all times.

Authorised users comply with the terms and conditions set forth in this policy.

2 Scope

This policy does not form part of the staff terms and conditions of employment and subject to Income Tax Regulations on Fringe Benefits.

The policy outlines what the Office considers to be acceptable and unacceptable use of mobile phones.

3 Objective(s)

To be contactable at all times as when needed;

Providing a mobile gives reassurance that users can be contactable at all times.

Globally, electronic devices are tools to enhance or supplement you to research information using approved apps or contactable whenever required.

4 Definitions and Acronyms

Policy Maker Senior Office officer responsible for policy development

Management Approval of Auditor-General or Deputy Auditor-General

5 Policy Maker

Auditor-General

6 Supporting Documents/References

Constitution of the Republic of Fiji - 2013

General Order 2011

Public Service Code of Conduct 1999

7 Key Words

Contactable

Compliance

8 Supporting Procedures/Guidelines

RESPONSIBILITIES	
Implementation	The Supervisors and Directors are responsible for implementing the policy.
Compliance	The applicant is responsible for complying with the policy.
Monitoring and Evaluation	The Supervisors and Directors are responsible for monitoring and evaluating the policy.
Development and/or Review	The Corporate Services division will be responsible for developing and/or reviewing the policy.
Interpretation and Advice	The Deputy Auditor-General is responsible for interpreting and advice on the policy.

Annexure 1

Definitions

1.0 Authorised Users

The users include all Director of Audit and Deputy Auditor-General and those Officers who provide support role to Management as approved by Auditor-General.

2.0 Device and Support

Authorise user will receive a replacement device when your current device no longer works or is no longer fit for purpose.

3.0 Monitoring

Users should be within the approved mobile phone plan. Any amount above the plan should be recovered from the user.

By accepting the phone the user agrees that he/she will respond to all official correspondence including after working hours as soon as practical.

Failure to do so will impact on the commitment of the employee on the vision and mission of OAG and government generally. This may also be included in the performance assessment of the employee.

Any abuse will result in disciplinary action or could include withdrawal of issuance of mobile phone.

4.0 Mobile Plan

Approved post pay Mobile plan for users includes

- 200 minutes any network
- 100 SMS
- 1 GB of data.

Mobile plan would be reviewed during the review time period.

5.0 Acceptable Use

- a) The Office defines acceptable business use as activities that directly or indirectly support the business of OAG;
- b) The office defines acceptable personal use on office time as reasonable and limited personal communication or recreational use such as reading or game playing;
- c) Employees are expected to use the internet responsibly and productively. Excessive personal internet browsing, including social media use, is not permitted;
- d) Employees are blocked from accessing certain websites while connected to the corporate network at the discretion of the Office;
- e) Device camera and/or video capabilities are/are not disabled while on-site;
- f) Devices may not be used at any time to:
- g) Store or transmit illicit materials;
- h) Store or transmit proprietary information belonging to another company;
- i) Harass others; and

- j) Other behavior and apps which may bring disrepute to the Office and using those apps not allowed by ITC policy guideline.
- k) OAG has a zero-tolerance policy for texting or emailing while driving and only hands-free talking while driving is permitted.
- l) If the office thinks your personal use is unreasonable we may ask you to reduce your non business use of your mobile or ask you to contribute to the cost of your monthly bill.
- m) If the office believes your device use is unacceptable we may cancel your plan and ask for the return of the device.

6.0 International Calls and Roaming

- a) International calls and text should be strictly for official purpose.
- b) International roaming can be expensive and you will require AG's permission to use your office mobile outside Fiji during your period of travel only.

7.0 Security

- a) In order to prevent unauthorised access, devices must be password protected using the features of the device and a strong password is required to access the office network.
- b) The device must lock itself with a password or PIN if it is idle for five minutes.
- c) Employees are automatically prevented from downloading, installing and using any app which are not approved apps and contravene government policies on use of web applications.
- d) Employee access to office data is limited based on user profiles defined by IT and these are automatically enforced.
- e) OAG has the authority to manage all devices and can request usage information without employee approval.

8.0 Return of Mobile Phones

- a) If you are leaving the service, users will be required to return the mobile and other accessories; and
- b) You will not be allowed to transfer your office mobile number to another plan.

9.0 Risks, Liabilities and Disclaimers

- a) Lost or stolen devices must be reported to the Police within 24 hours;
- b) Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- c) The employee is expected to use his or her devices in an ethical manner at all times and adhere to the office acceptable use policy as outlined above.
- d) OAG reserves the right to take appropriate disciplinary action up to and including termination for non-compliance with this policy.
- e) OAG reserves the right to change or replace this policy at any time, and will do our best to inform you of these changes through normal communication channels.
- f) If there is any debate on what this policy means, we reserve the right to determine the interpretation of the policy and any decision is final.

9 Review

This policy will be reviewed 12 months after implementation and every 3 years after that.

10 Who to Contact About this Policy

Any queries is directed to the Deputy Auditor-General.

11 Revision/Change Log

Version 1.0	
Policy endorsed by:	Executive Management Committee
Policy approved by:	Auditor-General
Policy effective from:	27 April 2017
Policy to be reviewed by:	1 April 2018
Manager responsible for policy:	Manager Corporate Services