



## Mind in Croydon Limited

### Policy on the Personal Use Of Mind In Croydon Resources By Staff, Trustees And Volunteers

It is recognised that in general employees do not stint the contribution they make to the organisation in terms of extra hours worked, goods etc donated and use of their own resources or those of their friends and family for Mind purposes. Mind therefore seeks to adopt a tolerant and generous approach towards personal use of Mind resources. However it has to be recognised that:

- these resources are limited
- staff behaviour has to be ethical and not such as will bring the organisation into disrepute
- even minor personal benefits to staff can be taxable

#### Telephone

Mind accepts reasonable use of the phone for local personal calls, for example to arrange personal appointments or to check on childcare arrangements, and does not generally expect these to be reimbursed. Non-local personal calls and those lasting more than a few minutes should, however, be reimbursed. It is acceptable for an estimate to be made of the cost of the call but the quarterly itemised phone bills may be checked by employees who prefer to do this.

Except in emergencies lengthy personal telephone conversations should not take place at work, particularly as they can block the line for callers who may be in distress and interfere with the work of the office or project.

#### Photocopying

Employees are welcome to use the office or project photocopier for personal photocopying. A donation of 5p per copy should be made (to include paper, electricity and a bit of staff time when the machine goes wrong!).

#### Computers

Reasonable use of computers for private purposes is acceptable provided this does not interfere in any way with the use of the machines and software for Mind business. Personal documents should be removed as soon as possible from the hard disk.

Employees must be vigilant about the possibility of introducing viruses and should be wary about importing software or diskettes from home into the Mind computers.

Where extensive use of a Mind computer for personal purposes is made, e.g. for non-work related training assignments, a contribution towards costs (paper, printer supplies etc) should be made.

### Internet and Email

Reasonable personal use is acceptable, as above. Extensive use for personal purposes, including downloading lengthy documents, must be done in the employee's own time and a donation made to reimburse the cost involved to Mind. Employees who use email and Internet extensively, for example to keep in touch with family abroad, could consider making an annual donation to cover their use of this facility.

[NB: Deliberate accessing of pornographic or illegal material will result in disciplinary action on grounds of gross misconduct.]

Computers, networks, e-mail systems etc are the property of Mind in Croydon. E-mails are not the property of staff and as such there can be no expectation of privacy. This policy should be read in conjunction with Mind's e-mail and internet policy.

Mind in Croydon reserves the right to view and monitor all e-mail and internet access. Should this be found to be inappropriate it may be viewed as misconduct and possibly gross misconduct.

### Stationery, Art and Craft Materials

Mind does not expect staff to account for every pencil and envelope but asks people to be aware of any personal use of Mind stationery and to compensate Mind when this is substantial.

Stationery items may be purchased or ordered for personal use from the wholesalers used by Mind. These should be paid for by personal cheque made payable direct to the wholesaler, to avoid distorting the stationery budget.

### Stamps

If stamps are needed for personal use in emergency they should be paid for via the donations box or (preferably) replaced as soon as possible.

### Parking

Free parking is available to employees at the Mind office at any time, including out of working hours. It might be necessary to alter this arrangement if parking places at work were to become subject to tax or business rates.

Parking places at Fairfield House are limited and are generally reserved for Fairfield staff. However, if available they may be pre-booked for work appointments by telephoning Fairfield House. Places may also be pre-booked for non-work purposes, but only during the period when Fairfield is closed.

### Food

Staff are required to pay for meals consumed at Fairfield and Enterprise House.

### Mind Vehicles

The Furniture van is primarily insured for business use. Under no circumstances can a Mind vehicle be used for other purposes without prior permission from the Chief Executive or Director of Client Services.

### Contractors Used by Mind

Employees sometimes wish to use a contractor or professional (e.g. solicitor) who has been employed by Mind in Croydon for work required at their own homes or for personal business. It must be accepted however that Mind does not recommend or endorse any contractor or professional and the employee must take full responsibility for the decision to use the contractor or professional.

### Enterprise House Removal Service

The removal service provided by Enterprise House is available to Mind employees on the same conditions and financial basis as to other members of the public. The decision to use this service is the responsibility of the employee.

**Reviewed and Amended October 2010**