



MALAWI BUREAU OF STANDARDS

Promoting Standardization and Quality Assurance in Malawi

POLICY ON CELLPHONES

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MALAWI BUREAU OF STANDARDS
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MS-ISO 9001:2015

Quality Management System

Policy document

Document no: MBS/HRAD/POL/003	Revision no: 01	Effective date: 15 th July, 2024	No of copies: 11
Document title: Policy on Cellphones	Prepared by: DDHRA Signature:.....	Reviewed by: DHRA Signature:.....	Approved by: DG Signature:..... Date: 12/07/2024

1.0 Purpose

- 1.1 The purpose of this policy is to provide guidelines on what the Bureau constitutes as acceptable and unacceptable use of telephones. This includes landlines and mobile phones.

2.0 Scope

- 2.1 This policy is applicable to all members of staff of Malawi Bureau of Standards.

3.0 Responsibility

- 3.1 It is the responsibility of the Director of Human Resource and Administration to ensure that this policy is applied.

4.0 Provision of mobile phones

- 4.1 The Bureau shall be mandated to provide mobile phones and airtime to staff of grades BS1 to BS3.
- 4.2 The Bureau shall also provide mobile phones to the following members of staff:
- 4.2.1 Senior Officers – Grade BS4 and BS5
- 4.2.2 Executive Assistants – Grade BS7

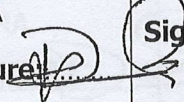
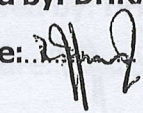
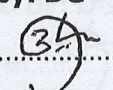


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4.2.3 Administrative Assistants – Grade BS8

4.2.4 Head Driver – BS8

4.2.5 Head Messenger – BS11

4.2.6 Head Security Guard – BS11

4.2.7 Officer in-charge at satellite office.

5.0 Provision of Airtime

5.1 Wherever a member of staff is provided with a mobile phone, the Bureau shall provide monthly airtime of a prescribed amount.

5.2 Official airtime shall automatically be loaded into the mobile handset and shall not be commuted for cash.

6.0 Replacement of Mobile Phone

The Bureau shall replace a mobile phone handset every two (2) years.

7.0 General Office Staff

7.1 All other staff shall use landlines for communicating all official matters.

7.2 The Bureau's landline shall not be used for personal matters except on emergencies such as sickness or funeral.



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8.0 Loss/theft of Mobile Phone

- 8.1 In the event of loss or theft of official mobile phone, it shall be reported to the Director of Human Resource and Administration within 48 hours. The report shall be accompanied by an official police report.
- 8.2 Replacement of the lost/stolen mobile phone shall not be done by the office but by the employee who was allocated the mobile phone.

9.0 Staff on Transfer (Borders Offices)

- 9.1 In circumstances where a member of staff who is provided with an official mobile phone is on transfer from one office to another workstation, he or she shall carry the mobile phone to the new duty station.
- 9.2 The officer who is transferred from a border office to Head Office or Regional Office shall discontinue to receive airtime unless one moves from one border office to another.



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10.0 Staff leaving the Malawi Bureau of Standards

- 10.1 Staff leaving the Bureau before expiry of two years from the time the cellphone was issued, shall be required to handover the mobile handset to the immediate supervisor except for the staff on fixed term contract.

11.0 Exceptions

- 11.1 There shall be no exceptions in the application of this policy.

12.0 Policy Amendments

- 12.1 The Malawi Bureau of Standards reserves the right to revise this policy as and when legal and/or business requirements dictate to do so.

13. Distribution List

- a) Director General
- b) Deputy Director General
- c) Director of Human Resource and Administration
- d) Director of Quality Assurance Services
- e) Director of Testing Services
- f) Director of Metrology Services
- g) Director of Finance
- h) All Deputy Directors
- i) Regional Managers