

**Green Templeton College
University of Oxford**

Personal Telephone Calls

Many staff use a telephone in the course of their employment, however, in common with all employers, the additional cost of personal calls and the amount of time spent on such calls during working hours is a concern of the College.

Staff should only use workplace telephones to make and receive personal calls that are brief and important

Calls to notify home of late working are considered to be business calls.

Other personal calls that need to be made during working hours must be paid for.

Personal telephone calls to destinations abroad may only be made in exceptional circumstances with the approval of your line manager.

Fax machines are not available for personal use and may not be used except in exceptional circumstances with the approval of your line manager.