

Workplace Electronic Monitoring

Applies to: Everyone

Last Updated: <Launch Date>

READ IN CONJUNCTION WITH

The following policies are closely related and are essential to understanding the context throughout this Policy:

- ◆ **Use of Technology Tools & Electronic Communication**
- ◆ **Confidentiality Agreement**
- ◆ **PIPEDA Privacy Compliance Policy**

Electronic monitoring of the Workplace is an essential business activity to ensure everyone's security and safety, ensure adherence to Company policies and procedures, maintain a respectful work environment, and ensure that Company Materials are used safely and appropriately.

Staff must not expect privacy when using Company Materials and systems. While any information collected by the Company will be used fairly and appropriately as per this Policy, all activities that take place in the Workplace or while using Company Materials including Technology Tools, should be considered monitored.

The Ontario Working for Workers Act, 2022 requires the Company to introduce a written policy regarding its electronic monitoring practices. To that end the purpose of this Policy is to communicate how the Company may electronically monitor and collect information pertaining to Staff.

The Company is committed to protecting Staff and Company Materials by using professional, respectful, and transparent methods of Workplace electronic monitoring, without intruding on your personal lives.

VIDEO SURVEILLANCE

Video surveillance refers to surveillance by means of a camera or other digital recording device that monitors and records visual images and activities (without the capture of audio) on Company premises.

Where video surveillance equipment is used, the equipment will be made clearly visible and there will be notices indicating the presence of the equipment.

Additionally, the Company's electronic door locks collect and retain logs of Staff access or attempted access to areas where electronic door locks are installed. Data collected from Staff access cards may include, and is not limited to:

- ◆ The date and time of access

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Electronic Communication Monitoring

The Company reserves the right to access and review Staff Electronic Communication, including Company email and chat logs.

All Electronic Communications sent through Company Technology Tools and user accounts are subject to monitoring. This may include personal email accounts when those accounts are accessed through Company Technology Tools. As indicated in the **Use of Technology Tools and Electronic Communications** policy, personal activities must not be conducted using Company Technology Tools and Staff are asked to use their personal mobile devices to transmit personal communication of any kind.

Staff Electronic Communication can only be accessed and reviewed by Insert Title for the sole purpose of evaluating or investigating situations listed under “Purpose”.

Technology Tools Monitoring

The Company reserves the right to monitor Company Technology Tools and collect activity data related to usage of Company Technology Tools which include file downloads, data input, web browsing history, network usage, logins to Company systems, applications and software, data interactions, and reports generation.

Data collected by Technology Tools monitoring can only be accessed and reviewed by Insert Title for the sole purpose of evaluating or investigating situations listed under “Purpose”. Additionally, data may also be shared with your Manager or HR for the following purposes:

- ◆ Maintaining and monitoring Staff productivity and efficiencies by ensuring focus on work-related matters
- ◆ Evaluating Staff performance.

How and When Monitoring Occurs

The Company uses the following software partners to monitor the use of Company Technology Tools:

<Name of Software>

WHAT IT DOES

<insert description>

STAFF SUBJECT TO MONITORING

<insert type of Staff affected> are subject to monitoring by <Name of Software>.

DATA COLLECTION

Data is collected 24/7 and stored xxx on <Name of Software> cloud servers for 30 days.

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TIME AND ATTENDANCE TRACKING

Refers to electronic record keeping of hours worked by Staff.

Purpose

- ◆ Scheduling
- ◆ Increasing efficiencies and decreasing errors related to manual data entry
- ◆ Payroll including compliance and calculating overtime
- ◆ Scheduled and unscheduled absence tracking
- ◆ Attendance tracking
- ◆ Project time allocation

When Monitoring Occurs

Time and attendance tracking occurs as soon as Staff <insert trigger such as when Staff enter the building or when they log onto the Company network> and ends when <insert trigger such as when Staff exit the building or when they log off or are idle for xx minutes from the Company network>.

Data Collection and Usage

Time and attendance tracking data is used:

- ◆ By Payroll for processing payroll and allocating absence categorization, for example to reduce your vacation or overtime bank
- ◆ By Human Resource for aggregated reporting on attendance and unscheduled absences
- ◆ By your Manager for scheduling purposes, managing project-related costs, and managing attendance and unscheduled absences trends.

Time and attendance tracking data is collected and stored by a third party in the cloud for 90 days.

PROHIBITED FORMS OF SURVEILLANCE

To provide Staff with a reasonable degree of privacy in the Workplace, the following forms of surveillance are strictly prohibited:

- ◆ Keylogging (recording individual keystrokes)
- ◆ Video surveillance in areas where Staff have a reasonable expectation of privacy, such as bathrooms, changing rooms, and other private areas
- ◆ Covert surveillance, such as monitoring individual computer activity without due notice
- ◆ Covert recording or streaming of webcam feeds.

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