

PROHIBITED USE OF RECORDING DEVICES:

Unauthorized electronic surveillance of employees is disruptive to employee morale and inconsistent with the respectful treatment of our employees. For this reason, no employee may record the conversation of another employee without his/her/their full knowledge and written consent.

No employee may record, by any means, a conversation with another employee, or customer, unless all of the following criteria are met:

1. There is a legitimate business purpose for the recording;
2. The recording device is in plain view of all participants; and
3. Written authorization is obtained from the individual(s) being recorded.

Secret recordings are strictly prohibited unless authorized in writing. A violation of this policy may result in disciplinary action up to, and including, termination/Section 75 charges.