

Electronic Monitoring Policy

Purpose

The Job Shoppe values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is to be used in addition to the Company's Computer and Internet Use Policy and is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

Scope & Responsibilities

This policy applies to all employees of The Job Shoppe.

Process Details

The Job Shoppe collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. The company will electronically monitor the following activities:

- Communication including e-mails, inbound and outbound calls, chats, SMS and other electronic communications
- Computers & Internet usage including files, search history, duration of usage and social media sites
- Security including access into facilities using keycards, security cameras, access codes, etc.
- Workforce tools using apps, time & attendance systems, GPS, and biometric technology.

Any information collected by electronic monitoring may be used during employee performance reviews, verifying types of harassment or bullying towards or from an employee, ensuring safety of employees and clients, and/or during consideration of disciplinary decisions.

To promote impartiality, and to ensure any information collected through electronic monitoring is handled appropriately, The Job Shoppe will monitor these activities by:

- Annual training with all Managers to review and audit appropriate use of information
- Annual audit of above electronic monitoring activities to ensure compliance
- Limit access to electronic records to President and Director, Finance & Operations

Privacy & Confidentiality

The company's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under The Job Shoppe control, it is the responsibility of the Company to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Definitions

Electronic Monitoring - Using technological, electronic, or digital means to track, observe, or monitor someone's actions.

Personal Information - Any factual or subjective information about an identifiable individual.