

## GENERAL

This policy covers the monitoring of employees' use of company telephones, fax, e-mails and internet use the recording on video of employees and company vehicle location or usage via tracker or other systems.

## SCOPE

This policy covers all employees and subcontractors using Company property or facilities.

## MONITORING

The Company reserves the right to introduce monitoring from time to time. Before doing so, the Company will:

- Identify the purpose for which the monitoring is to be introduced;
- Ensure that the type and extent of monitoring is limited to what is necessary to achieve that purpose;
- Where possible, consult with affected employees in advance of introducing the monitoring; and
- Weigh up the benefits any monitoring could achieve against the impact it may have on employees.

The Company will ensure employees are aware of when, why and how monitoring is to take place and the standards they are expected to achieve.

Monitoring may include the following:

- Monitoring lateness by CCTV;
- Use of CCTV in Company offices, warehouses and other locations
- Checking e-mails to ensure the system is not abused;
- Checking websites visited by employees using Company systems;
- Recording telephone calls
- Mobile telephone data usage.
- Company vehicle tracking

If the Company monitors telephones it will make employees aware of this. The Company will make available upon request a private telephone, not subject to monitoring, for employees to make urgent personal calls.

The Company will not monitor employees without their knowledge, unless there is reason to believe that employees are engaged in criminal activity.

In such instances, any covert monitoring will take place under the guidance of the Police and will be carried out in accordance with the Data Protection Legislation.

## DISCIPLINARY ACTION

If disciplinary action results from information gathered by monitoring, the employee will be given the opportunity to see or hear the information in advance of the disciplinary meeting and make representations about it.

The Company at its discretion may claim back from the employee or sub-contractor any airtime or data usage costs expended that was not due to their work on Company business.

## SECURITY

The Company will ensure data collected through monitoring is always kept secure and that access is strictly limited to authorised individuals.



Bob Jacobs  
Managing Director