

## Employee Privacy

### Policy Option 1

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[COMPANY] recognizes our employees' rights to privacy. In achieving this goal, the company adopts these basic principles:

1. The collection of employee information will be limited to that which the company needs for business and legal purposes.
2. The confidentiality of all personal information in our records will be protected.
3. All in-house employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
4. Internal access to employee records will be limited to those employees having an authorized, business-related need-to-know. Access may also be given to third parties, including government agencies, pursuant to court order or subpoena.
5. The company will refuse to release personal information to outside sources without the employee's written approval, unless legally required to do so.

Employees are permitted to see the personal information maintained about them in the company records. They may correct inaccurate factual information or submit written comments in disagreement with any material contained in their company records.

### Policy Option 2

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[COMPANY] believes that nothing should be placed in an employee's personnel file unless there is a clear business reason for doing so. Our employee privacy philosophy is further reflected in the following statements

- Personnel files will include only job-related information pertinent to your employment.
- Employees may see information in their personnel files. If an employee disagrees with the information, he or she may submit written comments that will be attached to the information.
- When asked to do so by an employee, the company will explain its need for certain personal information.
- Personnel files are open only to company personnel on a business-related, need-to-know basis unless the company is legally required to release them by court order or subpoena.
- Employees must give their written permission before there will be external disclosure of their personal information, with the exception of the following information:
  - Verification of dates of employment, positions held, and salary when requested by the employee's prospective employer;
  - Personal information which the company is legally required to reveal by court order or subpoena. In the latter case, the employee will be informed

prior to the disclosure if reasonably possible.

### Policy Option # 3

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#### **Polygraph Testing**

Some positions fall within the exception to the prohibition against using polygraph tests for employment screening.

If the employee is applying for, transferring to or being considered for promotion to a job for which polygraph testing is required, the employee will be notified in advance that polygraph testing is a requirement of the job. Before any test is administered the employee will receive notice of the date, time and place, as well as a list of questions to be asked.

In addition, if the employee is under suspicion in connection with an ongoing investigation of economic loss (i.e., theft or embezzlement), the employee will be notified that a polygraph test is required and what the employee's rights are with respect to the test.

Refusal to submit to a legitimately requested polygraph test may be used as grounds for discharge.

#### **Monitoring**

The employee's work output, whether it be paperwork, computer files, products, customer calls or customer interaction, belongs to [Company]. Work output is always subject to review by management, whether it is stored electronically, on paper or in any other form. In addition, business equipment, including computers, desks and lockers belong to [Company] are subject to search or investigation.

#### **E-Mail and Computers**

E-mail and other computer files are to be used for business purposes only. Use of [Company] computer equipment for personal reasons is strictly prohibited and all computer pass codes must be available to management at all times. Management reserves the right to enter, search and monitor the computer files or e-mail of any employee, without advance notice, for business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow or productivity.



*Please see the following Job Safety & Health Protection posters:*

- EPPA Color
- EPPA Black and White
- EPPA Color Spanish
- EPPA Black and White Spanish