

Workplace Search Policy

To safeguard our employees, their property, [Company]s' customers and [Company]s' property, and to enforce [Company]s' policies prohibiting misconduct, including theft and the unlawful use or sale of illegal drugs or alcohol, management may question employees and/or inspect any personal property or any area from which [Company] conducts business, including any leased spaces, facilities and/or vehicles. (For example: vehicles, brief cases, suitcases, tool boxes, computer bags, backpacks, lunch boxes, purses or any other container or object brought to and from [Company]s' offices, property, worksites or [Company]-sponsored functions) whenever there is reasonable suspicion to believe that any [Company] policy is being, or has been, violated.

[Company] may provide offices, desks, vehicles, computers or computer containers, lockers, tools and other items for the use of [Company]s' employees. At all times, these items remain the property of [Company]. [Company] may also search any work area and/or item whenever there is reasonable suspicion to believe that a [Company] policy is being, or has been, violated. Employees are expected to cooperate with [Company]s' workplace searches.

Violations of this policy are subject to disciplinary action, including, in the discretion of [Company], immediate termination. Employees with questions regarding this policy should contact _____.