

500.6 Workplace Monitoring

To ensure quality control, employee safety, security, and customer satisfaction, Facilities Management may conduct workplace monitoring.

Computers, mobile phones and other electronic equipment furnished to employees are the property of Facilities Management. As such, computer usage and files may be monitored or accessed.

Employees may request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because Facilities Management is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.