

# Electronic Monitoring Policy

## Intent

Landscape Effects Group 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 Privacy Policy and Computer/Internet Acceptable Use Policy and is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

## 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.

## Guidelines

### Electronic Monitoring Practices

Landscape Effects Group 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 and procedures:

- GPS monitoring in company vehicles and equipment which tracks both geography and time
- Onboard incident capture devices (exterior facing Dash Cams) in company vehicles
- Video cameras and recording equipment for public areas (office, shop)
- Key card monitoring for access to the building or restricted areas
- Email monitoring software
- Timekeeping systems (e.g., TeeOn, LMN, Odo)

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

### Privacy and 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 Landscape Effects Group 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.

Date Created: September 28, 2022

Date of Review: November 13, 2023

**Team Member Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_