

Policy number:	IV-9	Subject:	SECURITY / INSPECTION / WORKPLACE MONITORING
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Policy

This policy establishes the use and the right to inspect all SVPDA equipment and property. The agency maintains the right to conduct workplace monitoring for the purposes of quality control, employee safety, security, and the satisfaction of those served. The agency is sensitive to the legitimate privacy rights of staff, volunteers, and those served.

Procedure

1. Operations often require others to have access to work areas, desks, files, or computers. There is **no** guarantee of privacy. Authorized individuals may have access and business needs to retrieve information on personal voicemail and email.
2. Keep all passwords confidential. All agency provided internet services include the capacity to change the password or eliminate an employee's access to email or the internet. The internet service should not be considered confidential and for private use, although it is understood that some private use of email takes place in almost all workplaces. Such use, if any, should be limited and similar to short personal phone calls during break times.
3. All equipment and property are here for business purposes. Management has the right to access and inspect them.
4. Security concerns may warrant inspections of a child care facility and any personal property on the premises, including vehicles, purses, backpacks, lunch containers, and other items.
5. Employees who regularly communicate with customers (those served by the program) may have calls recorded or monitored in order to identify positive interactions, and to collect and correct performance problems through targeted training.
6. SVPDA may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
7. SVPDA can 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.