

Electronic Monitoring Policy

Policy and Procedure Manual • Revised December 17, 2024

Scope

As of January 1, 2022, any organization that has 25 or more employees must have an electronic monitoring policy in place. This policy applies to all employees of Stolk Construction Ltd. who are covered by the Employment Standards Act, including part-time, casual, and contract employees, and to all employees whether their primary work location is at home, on the road, or any combination of the above.

This policy is based on Bill 88: Working for Workers Act, 2022.

Effective Date

This Policy is effective as of October 11, 2022.

Policy Statement

Stolk Construction provides employees with access to electronic communication (such as, but not limited to, email, texting, and messaging) and to the internet (on various technological devices including but not limited to, desktops, laptops, tablets and smartphones) solely for Stolk Construction business.

Accessing and using the Stolk Construction system should be conducted in a responsible and qualified manner. It is a privilege to access the Stolk Construction system and is only intended to conduct company business. Access is restricted to authorized individuals only.

Stolk Construction is dedicated to updating the employee about the presence (if any) of electronic monitoring software or equipment in the workplace or on any of the organization's servers or programs.

This policy is intended to specify:

- A description of how, why, and in what circumstances, Stolk Construction may electronically monitor employees.
- The purposes for which Stolk Construction may use the information obtained through electronic monitoring.
- The date the policy was prepared and the date any changes were made to the policy.

This policy offers standards to ensure the following:

- Employee safety and security.
- That the company operates efficiently.
- That appropriate data is collected to make informed business decisions.

ESA Requirements

Electronic Monitoring in the workplace does not:

- Establish a right for employees not to be electronically monitored by their employer.

- Create any new privacy rights for employees.

The ESA requires companies to be transparent about whether employees are electronically monitored. Nothing in the ESA limits the use of information obtained through electronic monitoring.

Electronic Monitoring Equipment in Place

Stolk Construction has the following electronic monitoring equipment in place, in the workplace:

Email monitoring. All email communications sent using company-owned networks, equipment, or user accounts are monitored, and this may include personal email accounts accessed through company-owned IT assets.

Video cameras and recording equipment for public areas, such as the yard and shop. Video surveillance technology is used on company premises to deter theft, and vandalism, and to ensure employee safety. Should illegal conduct be uncovered, video surveillance footage may be disclosed to approved third parties. Bathrooms, changing rooms, and other private spaces do not have video surveillance. Video surveillance equipment does not include audio.

Internet and app activity monitoring, including downloaded documents and accessed websites, etc. Stolk Construction monitors employee network and computer activities to verify that company-owned IT resources are used only for work-related or professional activities. Computer activity data can evaluate employee performance, detect malicious or high-risk behaviours, monitor network performance, and avoid security incidents.

GPS monitoring is in place in company vehicles which tracks geography, time, speed, etc. Stolk Construction has GPS monitors in place in company vehicles to ensure employee safety and security and to send help if an employee is ever in danger. These records may also be accessed in the event of an accident.

Unique Alarm Code monitoring for staff authorized to access the building and/or restricted areas. Stolk Construction has Unique Alarm Code monitoring in place to ensure building security. These records may also be accessed in the event that an alarm has been triggered or malfunctioned in any way.

Reasons for Accessing the Electronic Records for Monitoring Equipment

Stolk Construction will access the records for this equipment in the following circumstances:

- Routine audits to ensure efficiencies in the workplace.
- When there has been a breach in any of the electronic systems.
- When a complaint has been made.
- When there is evidence of inappropriate behaviour.

Data Retention

All data obtained by workplace monitoring will be retained digitally on the “M” Drive which is saved and password protected on our server. The data will be stored for a minimum of 6 years, as per privacy law. Personal information will only be held longer in extraordinary circumstances or by law.

User's Obligation

User is understood to mean any person's activity using Stolk Construction computer and associated systems in performing work on behalf of Stolk Construction.

- Use passwords to protect access to their computer; maintain the confidentiality of access codes and passwords.
- Use Stolk Construction technology devices and the Stolk Construction Internet system for business use only.
- Limit social media use to business use only.
- Use the Stolk Construction system in a respectful manner.
- Respect the rights, obligations, needs, and privacy of other users.
- Respect the terms and conditions of the license of any relevant software.
- Respect and protect the confidential nature of any information transmitted or obtained over the system.
- Respect and protect intellectual property rights held by Stolk Construction.
- Immediately report any electronic breach to your direct report.
- Fully cooperate and provide the evidence required in the course of any investigation.

Changes to the Policy

Any changes to this policy will be noted in this section, along with the date(s) that changes were made.

Providing Copies of this Policy to Employees

- Stolk Construction will provide this written policy to all employees within 30 days of its effective date.
- If any changes are made to this policy, employees will be provided with the updated policy within 30 days of any changes.
- In the case of newly hired employees, Stolk Construction will provide a copy of this policy to them within 30 days of their date of hire.
- The policy may be provided to an employee either as a printed copy, an attachment to an email, or a link to a document online.
- If an employee is not able to access the document online or cannot print the document, they may request a printed copy from their supervisor/manager.

Questions or Concerns

Any questions or complaints regarding this policy should be directed to Human Resources.