Cameras in the Workplace Policy



1. **Purpose**

[Company Name] prohibits employee use of audio and video recording in the workplace, including camera-equipped phones, tablets and other devices, when necessary to secure patient/client privacy and/or to protect trade secrets and other proprietary business information.

[Optional: The state of [insert state] prohibits the recording of conversations or meetings unless the consent of all parties involved is obtained. As such, secret recordings or recordings without permission of the employer are prohibited in all [Company Name] locations within [State].]

2. **Restrictions on Employee Recording**
3. Employees are prohibited from bringing audio or video recording devices into areas where patient or client privacy may be compromised.
4. Employees are prohibited from bringing audio or video recording devices into areas and/or meetings where company trade secrets or proprietary business information could be disclosed.
5. Employees may record workplace activities that are not prohibited by law or do not compromise confidential information as described above.

3. **Company Monitoring**

[Company Name] reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection or protection of proprietary information.

1. [Company Name] may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The company will do so only after first ensuring that such action is in compliance with provincial and federal laws.
2. Employees should not have any expectation of privacy in work-related areas.
3. Employee privacy in nonwork areas will be respected to the extent possible. [Company Name]’s reasonable suspicion of onsite drug use, physical abuse, theft or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be

compromised.

Employees should contact their supervisor or the human resource (HR) department if they have questions about this policy.