



Human Resource Policy Manual

Subject: Workplace Privacy Policy

HR Policy: 190

Effective Date: 05/01/05

Revision:

Revision Date:

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Board of Directors Approval: 03/12/05

MSHS Policy Council Approval: 04/02/05

This Policy has been drafted as a guideline for our employees. Final interpretation of the items discussed will be governed by the applicable procedure statements and the Human Resources Department. It shall not be construed to form a contract between our employees and the operating units of Texas Migrant Council, Inc. Texas Migrant Council, Inc., reserves the right to alter, rescind, or change any part or section of this Policy unilaterally and without prior notice.

1.0 PURPOSE

This policy defines Texas Migrant Council, Inc., procedures regarding workplace privacy and monitoring.

2.0 SCOPE

This policy covers workplace privacy and monitoring for all positions at all locations.

3.0 PHILOSOPHY

3.1 The Company respects each individual and we do not want to interfere with their private life or activities.

3.2 Any personal activities which interfere with job performance or the conduct of our business becomes a matter of concern to the Company.

4.0 WORKPLACE MONITORING

4.1 In order to maintain safety and efficiency of business operations, we reserve the right to gain access to or limit employee use of Company property or records and to monitor work activities as needed.

4.2 The Company reserves the right to check an employee's personal containers and or vehicles while on company premises.

4.3 This would include use of Company property such as vehicles, desks, lockers, cabinets, telephones, computers, data, files, records or other similar items.



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- 4.4** Employees who regularly communicate with customers may have their telephone conversations monitored or recorded.
 - 4.5** All computer equipment, services, or technology that the company provides to employees are the property of Texas Migrant Council, Inc. The company reserves the right to monitor computer activities and data that is stored in our computer systems and to read any data that is written, sent or received by an employee's company-owned computer.
 - 4.6** The Texas Migrant Council, Inc., may perform video monitoring and surveillance of non-private workplace areas.