

[COMPANY NAME] Privacy in the Workplace Policy

Polygraph Testing

Some jobs at [COMPANY NAME] fall within the exception to the prohibition against using polygraph tests for employment screening.

If the employee is applying for, transferring to or being considered for promotion to a job for which polygraph testing is required, the employee will be notified in advance that polygraph testing is a requirement of the job. Before any test is administered the employee will receive notice of the date, time and place, as well as a list of questions to be asked.

In addition, if the employee is under suspicion in connection with an ongoing investigation of economic loss (theft or embezzlement, for example) at [COMPANY NAME], the employee will be notified that a polygraph test is required and what the employee's rights are with respect to the test.

Refusal to submit to a legitimately requested polygraph test may be used as grounds for discharge.

Monitoring

The employee's work output, whether it be paperwork, computer files, products, customer calls or customer interaction, belongs to [COMPANY NAME]. As such, that work output is always subject to review by [COMPANY NAME], whether it is stored electronically, on paper or in any other form. In addition, business equipment, including computers, desks and lockers belong to [COMPANY NAME] and are subject to search or investigation.

E-Mail and Computers

E-mail and other computer files provided by [COMPANY NAME] are to be used for business purposes only. Use of [COMPANY NAME] computer equipment for personal reasons is strictly prohibited and all computer pass codes must be available to [COMPANY NAME] at all times. [COMPANY NAME] reserves the right to enter, search and monitor the computer files or e-mail of any employee, without advance notice, for business purposes, such as investigating theft, disclosure of confidential business or proprietary information, personal abuse of the system or monitoring workflow or productivity.