



# HURON-PERTH CATHOLIC

District School Board

## Electronic Monitoring in the Workplace

<b>Adopted:</b>	<b>December 12, 2022</b>	<b>Policy #:</b>	<b>P 3.4.21.</b>
<b>Revised:</b>		<b>Policy Category:</b>	<b>3.4. Human Resources</b>

### BELIEF STATEMENT:

In light of Catholic Social Teaching, the Huron-Perth Catholic District School Board believes that the dignity of the worker and their work must be protected; that every person has the right and the responsibility to support and strengthen their relationship with family and community; and that active participation in society serves to promote the common good and wellbeing of all.

### POLICY STATEMENT:

It is the policy of the Huron-Perth Catholic District School Board that every employee should be informed of the methods of electronic monitoring within the workplace. To that end, and in accordance with the Employer's obligations under the relevant provisions of the *Employment Standards Act, 2000*, as amended from time to time (the "ESA"), the Employer has developed this Electronic Monitoring in the Workplace Policy (the "Policy").

### PROCEDURES:

Under the *ESA*, employers are required to have a written policy for employees to confirm what circumstances employees are electronically monitored, the purposes for which the electronic monitoring may be used and any other information prescribed by regulation.

The following sets out the tool, circumstances and purpose for which employees may be electronically monitored:

<b>Tool</b>	<b>Circumstance(s)</b>	<b>How</b>	<b>Purpose</b>
Key Fobs	Applies when the individual applies the fob to the electronic device for entrance and/or exit from building(s).	Records the entrance and/or exit of the building; including determining the person who entered/exited the building and time of entrance/exit	Security Audit or investigation
Video Cameras	Continuous	Monitors the activities within the buildings	Security

		and external properties	Audit or investigation
Equipment Sensors	Applies when any electronic sensors requires the individual to apply to an electronic sensor or enter a code/pin	Monitors the activities of various equipment (e.g. printer)	Financial records Security Audit or investigation
Network Login	Applies when individual enters information to access HPCDSB network	Monitors the utilization of network	Network Security Audit or investigation
Internet	Applies when an individual is utilizing internet on HPCDSB device or wifi	Monitors the utilization of internet	Security Audit or investigation
Email	Applies when an individual is utilizing HPCDSB email.	Monitors the utilization of email	Security Audit or investigation
Web Cameras (including laptops)	Applies when an individual is utilizing HPCDSB devices (e.g. laptops)	Monitors the utilization of web cameras	Security Audit or investigation
Software requiring Login (e.g. SmartFind)	Applies when individual enters information to access and utilize software	Monitors the individuals utilization of software and data entry within software	Timekeeping/Attendance Financial records Audit or investigation
HPCDSB Issued Cellular Phone	Applies when an individual is utilizing an HPCSB owned cellular phone.	Monitors the individuals' utilization of cell phone(s).	Financial records Security Audit or investigation

Should an employee have any issues with this Policy, they should raise this with their supervisor immediately in order to resolve the matter on an informal basis. Where the matter is unresolved or an agreement cannot be reached, the matter can be formally raised with the Manager of Human Resources.

The Employer reserves the right to amend or revise this Policy in accordance with operational requirements and any legislative changes.

**DEFINITIONS:**

- N/A

**REFERENCES:**

- *Employment Standards Act, 2000*
- *Bill 88, Working for Workers Act, 2022*

**RESOURCES, APPENDICES AND FORMS:**

- N/A