

## Policy

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| <b>Policy Name:</b> | Workplace Surveillance |
| <b>Policy Date:</b> | March 2020             |
| <b>Endorsed By:</b> | Directors              |
| <b>Policy Code:</b> | POL027                 |

### 01. POLICY

The Workplace Surveillance policy clarifies the guidelines that RJA employees relating to workplace surveillance during the course of their employment.

### 02. PURPOSE

This is notice that continuous and ongoing camera, computer & GPS surveillance may be carried out in RJA premises (office & factory) & places of work (sites) and company vehicles. Anyone attending the premises may regularly be subject of surveillance.

If you are an existing employee of RJA at the time of receiving this notice, surveillance will commence 14 days after the date of this notice. If you are yet to commence employment with RJA at the time of receiving this notice, surveillance will commence immediately upon the commencement of your employment with RJA.

You may consult with us about the conduct of the surveillance prior to its commencement.

### 03. APPLICATION

This Policy applies to all workplace participants including employees. It does not form part of any employee's contract of employment or a contractor's contract for services.

### 04. WHAT WILL THE RECORDS BE USED FOR

RJA may use and disclose the surveillance records where that use or disclosure is:

- a) for a purpose related to the employment of employees or related to RJA's business activities;
- b) to a law enforcement agency in connection with an offence;
- c) in connection with legal proceedings;
- d) as reasonably believed to be necessary to avert an imminent threat of serious violence or substantial damage to property;
- e) for a legitimate purpose in relation to any of RJA's employees or the legitimate business activities or functions of RJA; or
- f) to a member of a law enforcement agency for use in connection with the detection, investigation or prosecution of an offence;

- g) for a purpose directly or indirectly related to a civil or criminal proceeding; and/or
- h) where RJA reasonably believes that the use or disclosure of the record is necessary to avoid an imminent risk of death of, or serious injury to, someone or substantial damage to property.

Examples of instances in which use or disclosure of surveillance records might occur include (but, are not limited to), if there is an assault, or suspected assault of a person, suspected theft of RJA's property (or that of a related corporation of RJA) or damage to RJA's equipment or facilities (or that of a related corporation of RJA).

## 05. COMPUTER SURVEILLANCE

RJA can and may monitor activities on employee's company computers, electronic devices (such as phones and iPads). This surveillance will be carried out at random, or if there is cause for the business to monitor emails, usage of devices.

Please remember that you should not keep personal information on your company computers or devices. Emails may at times be accessed and this information is as required.

## 06. GPS TRACKING

RJA does have in place vehicle monitoring devices which also undertake GPS tracking. Employees are not to adjust or disable these monitoring devices.

## 07. CAMERA SURVEILLANCE

Employees may work on sites that do have camera surveillance. These sites will typically have signs displayed informing visitors/staff that they are under camera surveillance. Currently, no sites/offices of RJA have cameras installed. If this changes staff will be notified in writing.

### Contact & Further Information

For further assistance please contact your direct manager.

### Policy Owner

Directors – RJA

Note: This Policy does not form part of any contract between you and RJA. It summarises the guidelines for workplace surveillance in the workplace. It is not intended to create any additional legal rights or obligations. Any reference to obligations or requirements of the Company in this Policy is not intended to give rise to contractual obligations binding on the Company. This Policy may be varied from time to time.