



Workplace Surveillance Policy Agreement

Introduction

90.1 NBC FM employs workplace surveillance to maintain the safety, security, and integrity of our operations. This surveillance may include the use of cameras, computer monitoring, and tracking systems. This policy is implemented in accordance with the Workplace Surveillance Act 2005 (NSW) and other relevant legislation.

For current employees and volunteers, this policy will take effect 14 days from the date of implementation. New employees and volunteers who begin work after this date will be deemed to have accepted the terms of this policy upon commencement of their employment.

Definitions

- **Camera Surveillance:** The monitoring or recording of visual images of activities within the workplace or any other relevant location.
- **Covert Surveillance:** Surveillance carried out without the employee's or volunteer's knowledge, in strict accordance with legal requirements as outlined in the Act.
- **Surveillance:** Includes the following:
 - **Camera Surveillance:** Visual monitoring of activities through cameras.
 - **Computer Surveillance:** Monitoring or recording of computer usage, including emails, internet activity, and other data input/output.
 - **Tracking Surveillance:** Monitoring geographical location or movement using electronic devices such as GPS or mobile/satellite phone tracking systems.
- **The Act:** Refers to the Workplace Surveillance Act 2005 (NSW).
- **Workplace:** Any premises or location where employees or volunteers perform their duties, including company vehicles equipped with GPS or mobile/satellite tracking.

Types of Surveillance

90.1 NBC FM may utilize continuous camera, computer, and tracking surveillance. All surveillance cameras will be clearly visible, and signs will be posted at each location to indicate areas under surveillance. Vehicles equipped with tracking devices will display notices indicating they are being monitored.

Computer surveillance generally involves standard business practices, such as backing up data, monitoring network performance, and managing computer assets. While these activities



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are not typically classified as surveillance, backups may be reviewed during investigations if necessary.

Covert surveillance may be conducted for a limited time if there is a need to gather evidence of dishonest behavior. In such cases, 90.1 NBC FM will comply with all legal requirements outlined in the Act.

Prohibited and Restricted Surveillance

Surveillance will not be conducted in areas where privacy is expected, such as change rooms, toilets, or shower facilities. Additionally, computer surveillance will not block access to emails or internet sites related to industrial matters.

Use of Surveillance Records

Surveillance records may be used or disclosed in the following situations:

- For purposes related to the employment of employees or volunteers, or related to 90.1 NBC FM business activities.
- To law enforcement agencies in connection with an offense.
- In connection with legal proceedings.
- If necessary to prevent an imminent threat of serious violence or substantial property damage.

Examples of situations where surveillance records might be used include investigations into assaults, theft, or damage to 90.1 NBC FM property.

Surveillance records will be securely stored for a period determined by management and will be destroyed in an appropriate manner once they are no longer needed.



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Acknowledgment and Agreement

By signing below, I acknowledge that I have read, understood, and agree to abide by the 90.1 NBC FM Workplace Surveillance Policy. I understand that failure to comply with this policy may result in disciplinary action, including termination of my employment or volunteer position.

Volunteer Name: _____

Signature: _____

90.1 NBC FM Representative Name: _____

Signature: _____

Date: ___ / ___ / ___

This agreement is effective from ___ / ___ / ___ and will be reviewed on ___ / ___ / ___.

Address: _____

Phone Number: _____