	Title:	Electronic Monitoring Policy		
	Number:	HR-016		
	Revision Date:	Oct. 11, 2022	Approved by:	CLT
	Revision Number:		Area:	Corporate
	Document Type:	Policy	Department:	Human Resources

Table of Contents

1.0 Policy Statement 2

2.0 Purpose..... 2

3.0 Scope 2


4.0 Definitions..... 2

5.0 Electronic Monitoring..... 3

6.0 Use of Information Obtained by Electronic Monitoring 4

7.0 Feedback..... 4

8.0 Revision History 4

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1.0 Policy Statement

The City of Welland (the “**City**”) values trust, discretion, and transparency. This Electronic Monitoring Policy (the “**Policy**”) is to be interpreted in conjunction with the City’s *Acceptable Use Policy for Internet and Email Access* and is intended to outline the City’s practices with respect to electronic monitoring of employees.

This Policy is effective as of October 11, 2022 and will continue in effect but may be amended from time-to-time as management deems necessary, and to ensure compliance with the *Employment Standards Act, 2000*, as amended (the “**ESA**”).

2.0 Purpose

The City is committed to abiding by all its obligations under the ESA. As such, the City is obliged to inform all employees about the presence (if any) of electronic monitoring software or equipment either in the workplace or contained on any of the City’s servers or programs.

This Policy, therefore, provides:


- A description of how and in what circumstances, the City may electronically monitor employees;
- The purposes for which the City may use the information obtained through electronic monitoring; and
- The date the Policy was prepared and the date any changes were made.

3.0 Scope

This Policy applies to all employees who are covered by the ESA, including temporary, assignment, part-time or probationary employees and whether their primary location of work is in the physical workplace, remote, on the road, or a combination of any or all of the above (collectively, “**Employees**”).

4.0 Definitions

Electronic Monitoring: Includes all forms of employee monitoring that is done electronically.

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5.0 Electronic Monitoring

The circumstances in which the City may electronically monitor Employees will vary depending on the specific method of electronic monitoring. Such circumstances include, but are not limited to, electronic monitoring when an Employee is using a City-issued electronic device(s), vehicle and/or equipment, electronic monitoring when an Employee is accessing City-provided internet systems and/or network, on any device, and electronic monitoring when an Employee is physically present on City premises.

Specifically, the City electronically monitors its Employees using the methods listed below:

1. Email Monitoring

All email communications sent or received using City-owned networks, equipment, or user accounts are monitored. Emails are captured in an archiver. A copy of all emails is kept whether the user deletes it or not.

2. Video Cameras and Recording Equipment for Public Areas

The City uses video surveillance technology to monitor all City facilities and premises, at any time of day (i.e. all City-owned buildings, building common-areas or gathering places etc.). For clarity, bathrooms, changing rooms, and other private spaces do not have video surveillance. Video surveillance equipment is clearly visible.

3. Internet and Related App-Activity Monitoring Including Downloaded Documents and Accessed Websites, etc.


The City monitors Employee use of City-owned internet networks while Employees are using the City's internet network(s)/server(s) to verify that its systems are used only for work-related or professional activities.

4. GPS Monitoring in City-Owned Vehicles

The City uses GPS monitoring/surveillance systems to monitor City-owned and issued vehicles during an Employee's regular workday or while a vehicle is in use by an Employee.

5. Staff Key-Card ID Monitoring for Access to Buildings and/or Restricted areas

The City monitors door swipe systems at all entry and exit points, at any time of day.

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6.0 Use of Information Obtained by Electronic Monitoring

The City may use the information obtained by electronic monitoring for various purposes including, but in no way limited to, evaluating an Employee’s performance, productivity and/or workload, ensuring compliance with City policies with respect to acceptable use of Company-issued electronic equipment and/or devices, and ensuring Employee safety and/or security of City premises and/or facilities.

For clarity, the City reserves the right to monitor Employees electronically in accordance with this Policy, as amended from time to time. Employees do not have a reasonable expectation of privacy while accessing City’s internet systems and/or email or while using City-issued devices, equipment and/or vehicles.

If any personal information of Employees is collected by the City, the City will adhere to any applicable privacy and confidentiality legislation with respect to the collection, use, and disclosure of the personal information obtained.

7.0 Feedback

If you have any feedback or questions regarding this Policy, please contact Human Resources.

8.0 Revision History

Date	Description of Change	Initials