

MENNONITE VILLAGE POLICY & PROCEDURE

TITLE: Workplace Recording Policy

PROCEDURE NO: HR 500.23

REPLACES: NEW

PAGE(S): 1

PREPARED BY: HR Director

DATE: Jan 2023

POLICY:

Employees may not record workplace conversations, phone calls, or Company meetings unless such recordings are approved in advance by all parties involved. Trainings that are recorded during a live event will be announced at the start of the training session. This policy applies to any conversations, by telephone or in person that employees may have with their coworkers, managers, or third parties. For the purposes of this policy, “record” means to capture, preserve, or stream audio, video, or still images by any means. Violation of policy could lead to disciplinary action, up to and including termination.