

# – NOTICE OF ELECTRONIC MONITORING

Effective May 7, 2022, NYS requires all private employers to provide notice to employees of the employer’s right to monitor the electronic communications of its employees (Bill #4586A). This notice is being provided to all employees in response to the State’s notification requirements.



\_\_\_\_\_ reserves the right to record and monitor communications in a variety of forms, including those sent and received by employees on all of the Company’s electronic methods of communication, to include but not be limited to telephone calls (sending and receiving), emails (sending and receiving), intranet communications (sending and receiving) other forms of internet communication open to the public (ie; Twitter, Facebook, LinkedIn, Instagram, etc.), web searches, website contacts, photo security, key fob and key access times and dates, and any other form of electronic communication that could have implications for the Company and its business practices and compliance.

In furtherance of this State requirement, \_\_\_\_\_ will take appropriate action against an employee or employees who violate any practices associated with the sending and receiving of electronic communications.

Address any questions to:

NAME

EMAIL

PHONE