



Electronic Monitoring of Employees Policy



Electronic Monitoring of Employees

Purpose & Scope

This policy applies to all employees of the HTM Insurance Co. In accordance with “Bill 88, The Working for Workers Act, 2022” enacted on April 11, 2022, makes amendments to the Employment Standards Act, 2000, addressing the Electronic Monitoring of Employees.

Definitions

Electronic Monitoring – “includes all forms of employee and assignment employee monitoring that is done electronically”. Relevant examples may include but are not limited to:

- using GPS to track an employee’s using vehicles for work.
- using electronic scanners to track how quickly a retail employee scans items.
- using software programs that tracks websites visited by an employee during working hours, employee email, and/or online chats.

HTM Insurance monitors employees through the following methods:

Employees using a company computer or accessing the company network or company communication channels, or company websites or applications may be monitored by tracking software, while using or accessing any of the above.

Information collected through electronic monitoring may be used by the company to:

- Evaluate employee performance;
 - Monitor employee location;
 - Monitor attendance and hours worked;
 - Ensure health and safety protocols are followed;
 - Monitor compliance with company policies;
 - Monitor network and cyber security risks.
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Exceptions
and
Violations

HTM Insurance Co is responsible for servicing and protecting its equipment, networks, data, and resource availability and therefore may be required to access and/or monitor electronic communications from time to time to monitor network function and cyber security risks and compliance with company policies. Several different methods are employed to accomplish these goals. For example, where electronic communications may be monitored include; research and testing to optimize IT resources; troubleshooting technical problems; and detecting patterns of abuse or illegal activity.

Employees undertaking activities in violation of company policies, as may be determined by electronic monitoring are subject to disciplinary action as set out in the Employee Handbook.

Related
Documents

Employment Standards Act, 2000 (Guide)
OMIA Employee Information Handbook and Policies
