



Policy #: Notice of and Consent to Electronic Monitoring

Governed by: IT Administration

Approval Date: 5/2/2022

Last Updated: 5/2/2022

Purpose: Notice and Consent to Electronic Monitoring

As an employee of CEO you are hereby advised that any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means.

Accordingly, all employee communications and use of the Internet that occurs on CEO's Technology Resources are not considered private and employees should have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment.

By signing below, you:

- acknowledge that you have received and reviewed this notice; and
- consent to accessing, intercepting, monitoring and disclosure of any matter stored in, created, received or sent over CEO's Technology Resources.

Name: _____

Signature: _____

Date: _____