

**Policy No.:** HR 1-18  
**Subject:** Surveillance Policy  
**Issue Date:** November 1, 2016  
**Amendment Date:** n/a  
**Document Version:** V.1  
**Note:** Canoe Forest Products Ltd. (CFP) Internal Use Only  
If applicable the collective bargaining agreement shall apply in the event that different provisions than stated in this policy exist.

Surveillance Policy – HR 1-18

---

### Intent

CFP is committed to the ongoing protection of the health and safety of our employees, customers and visitors as well as the protection of property, both physical and intellectual. In pursuit of this commitment, this Surveillance Policy has been adopted to ensure that appropriate surveillance of premises is performed, which will assist us in the achievement of our goals for a secure and safe workplace. Please be advised that CFP will employ surveillance of our premises. CFP reserves the rights to use any, and all of the following types of surveillance:

- Video / Camera.
- Computers.
- Tracking Devices.

### Definitions

Camera Surveillance - Surveillance performed using a video camera designed to monitor and/or record activity.

### Guidelines

#### Security Cameras

- CFP will employ the use of security cameras, as they offer a reasonably effective deterrent for criminal activity (such as theft or vandalism), and will assist us in the maintenance of a safe and secure workplace.
- When installing security cameras, CFP will ensure that they are located in areas that create minimal intrusion to personal privacy, while ensuring that entrances/exits are monitored at all times.
- CFP will install cameras to record and monitor equipment efficiencies to assist with troubleshooting
- CFP will not use security cameras to monitor or measure productivity or for disciplinary control.
- Camera surveillance will only be reviewed in the event that an event has taken place that requires the video to be reviewed.
- CFP will provide notice that the area is under surveillance by posting visible signs.
- To ensure the ongoing privacy of our staff and the public at large, CFP shall ensure that only authorized personnel shall be allowed to operate video surveillance equipment, and review recordings.

- CFP shall retain all video surveillance footage for a period of up to sixty (60) days. Footage will be retained in excess of the sixty (60) day period where the footage is required as part of an investigation, or for the purposes of evidence.
- All recordings shall be labelled and documented appropriately.
- All activities regarding surveillance activities, access to recordings, and the storage or disposal of recordings shall be documented. Only authorized personnel shall have access to the surveillance activities documentation.
- All recordings shall be stored securely in an access-controlled area by the IT Administrator ?
- With the exception of requests by law enforcement agencies, individuals must submit a formal request to view recordings, and the request will be subject to approval by the Human Resources Manager.
- Requests for access to recordings shall be bound by and subject to privacy law, and all other applicable legislation, as dependent on the location of the office.
- In the event that any law enforcement agency requests access to surveillance recordings, CFP will act in accordance with the law, and provide the materials as necessary.
- All recordings created by means of security surveillance cameras shall be the sole property of CFP, and may not be taken, reproduced or destroyed for any reason without prior express written permission.
- Authorized personnel shall be the only parties eligible to delete recordings, and then only in accordance with this policy, and following the expiration of the sixty (60) day holding period, notwithstanding the requirements for retention in the event of an investigation or for the purposes of evidence.
- Where recordings are disposed of, they must be deleted or destroyed in such a manner as to ensure that they cannot be viewed or accessed by anyone.

**Unauthorized Access and/or Disclosure (Privacy Breach)**

Any employee who witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this policy, and/or a potential privacy breach must report the incident to management immediately.

CFP will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this policy may result in disciplinary action up to and including termination of employment.

**Acknowledgement**

I, (Employee Name), acknowledge that I have received and reviewed the Surveillance Policy of CFP.

Name (print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_