**Expectations of Privacy Policy**

All storage facilities, offices and workspaces, including desks and lockers, are the property of [Company Name], and [Company Name] reserves the right to have access to these areas and to such property at any time, without advance notice to any employee. Therefore, employees should not expect that such property will be treated as private and personal to the employee. Likewise, electronic mail and voice mail are also company property and are to be used only for business purposes. Internet accounts are also to be used only for company business. [Company Name] reserves the right to inspect, monitor and have access to company computers, electronic mail, voice mail messages and Internet communications.

To promote the safety of employees and company visitors, as well as the security of its facilities, [Company Name] reserves the right to conduct video surveillance of any portion of its premises at any time. Video cameras will be positioned in appropriate places within and around company buildings. The only exceptions to this policy include private areas of restrooms, showers and dressing rooms.

**Employee Acknowledgement**

I acknowledge that I have received a copy of [ Company Name]’s policy on personal property and expectations of privacy. I have also been given the opportunity to read and ask questions about the policy. I understand that by signing this acknowledgement, I agree to accept the policy as a condition of my employment or continuing employment with [Company Name].

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_