

SAMPLE POLICY AND ACKNOWLEDGEMENT

Notice to New York Employees of Electronic Monitoring

The Company monitors, in its sole discretion, employees' use of its electronic resources. Any and all telephone conversations or transmissions, email or transmissions, or internet access or usage by an employee using any Company-owned electronic device or Company-owned system (including, but not limited to, 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. For additional information, please refer to the **[insert relevant policies, such as Electronic Resources] policy in the National Handbook or contact [insert appropriate contact information]**.

Acknowledgement of Receipt of Notice to New York Employees of Electronic Monitoring

I acknowledge that I have received and read [**Company's Name**] Notice to New York Employees of Electronic Monitoring. I understand that any and all of my telephone conversations or transmissions, email or transmissions, or internet access or usage by any electronic Company-owned device or Company-owned 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 by the Company at any and all times and by any lawful means.

Signature and Date

Print Name