



## **Terms and Conditions for Employee Manual Clauses**

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## PRIVACY/MONITORING POLICY

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### *Example 1*

#### Telephone/Email/Internet Monitoring Policy

As a well-respected company, [company] has a duty to ensure that the communication of our employees while on duty, should in accordance with the well being of the organization. As a result, any email, internet, or telephone communications may be monitored in order to safeguard the interests and integrity of the hotel. Use of the internet is reserved solely for company business, and browsing histories will be recorded and accessible to the General Manager for inspection at any time.

#### Personal Telephone Calls Policy

Personal telephone calls are allowed on break, during times of personal crisis, or at the consent of the supervisor. Personal cellular phones should remain off while on duty, and always be used in private employee areas and never in the presence of guests.

### *Example 2*

#### Telephone calls and Personal visits

Personal calls are not allowed while you are on duty, so that the work process can be as efficient as possible. Emergency calls and visits can be accepted for you, by the manager on duty or human resources representative. If you need to make a personal phone call, please do so during your break or meal period.

### *Example 3*

#### Personal Telephone Calls and Mail Policy

Employees will not be allowed to make personal phone calls or mails at work unless in the case of an emergency. If need to make a personal call, employees can only use [which phone]. An emergency call for any employee will be directed to the Manager's Office, which will ensure that a message is taken and delivered to the correct person.

The use of personal cell phones or pagers is not allowed during work time or in work areas and must be switched off during work time. Cell phones may be used during break times and rest periods. These calls may only be made in non-guest areas.

#### Telephone, Email, Voice Mail and other Electronic Device Monitoring Policy

All telephone and electronic communication, including e-mail, voice mail, pagers, computers and the internet are for business use only and all messages sent, composed and/or stored on these systems are the property of [company]. The company reserves the right to inspect, search, monitor or otherwise access these systems without notice for business reasons. Misuse of these telephone and electronic communications, can result in disciplinary action up to and including termination.

The use of company's property (i.e. telephone, the internet, e-mail, fax machine, copy or postage machines) for personal use is not allowed.