



Terms and Conditions for Forms, Checklists, and Procedures

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you choose to use a form, checklist, or procedure, you do so at your own risk. HospitalityLawyer.com does not make any representations that the forms, checklists, or procedures are suitable for a particular use and the user should always independently assure themselves of the accuracy and legal compliance for their particular jurisdiction.

Notification For Company's Intent to Monitor

Notify all employees of the company's intent to monitor, the means by which the monitoring will occur (searches, video, receiving conversations, etc.) and the locations of the monitoring (email, voicemail, phone calls, locker searches, bag searches, Internet sites contacted, etc.). This should be accomplished via as many avenues as possible and published frequently in employee manuals, company newsletters, screensavers, etc.

The Company respects the individual privacy of its employees. However, an employee may not expect privacy rights to be extended to work-related conduct or the use of company-owned equipment, supplies, systems or property. The purpose of this policy is to notify you that no reasonable expectation of privacy exists in connection with your use of such equipment, supplies, systems or property including computer files, computer databases, office cabinets, or lockers.