



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.

Employee Privacy Policy

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. It is for that reason, the following policy should be read and, if you do not understand it, ask for clarification before you sign it.

I _____, understand that all electronic communications systems and all information transmitted by, received from, or stored in these systems are the property of the Company. I also understand that these systems are to be used solely for job-related purposes and not for personal purposes, and that I do not have any personal privacy right in connection with the use of this equipment or with the transmission, receipt, or storage of information in this equipment.

I consent to the Company monitoring my use of company equipment at any time at its discretion. Such monitoring may include printing and reading all electronic and mail entering, leaving, or stored in these systems.

I agree to abide by this Company policy and I understand that the policy prohibits me from using electronic communication systems to transmit lewd, offensive or racially related messages.

