



Terms and Conditions for Forms, Checklists, and Procedures

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Electronic Systems Monitoring Consent Form

Have all employees sign a consent form for the monitoring and/or searches such as the one below specifically for electronic systems monitoring:

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 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.

Signature of employee