

OM00051 - Control Policy surveillance and tracking of equipment and staff

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## Introduction

It is a condition of your employment with A2Z Services that you are aware that we can and do track your movements through tracking of our applications, phones, iPad, vehicles and other equipment. We do this primarily for safety. Many staff work independently, and we just want to know that you are safe, at work and whether you have been delayed or available to re-deploy on another task. It is also becoming more prevalent in our industry that it is a condition of employments. For example, a client complains that they won't pay an invoice because the job wasn't done. It becomes simple for us to bring up a log that will tell us that you were there from ... to, thus ending the query.

## What tracking information do we want and why

### 1. Our resources

Infrastructure is a significant impost on the business. Our staff have iPads and phones to the value of \$2000, vehicles worth much more and various other items of significant value. We don't want to lose them, and we don't want them misused or you to place yourselves or others at risk.

### 2. Your position

While you are at work, we want to know where you are, for your safety, for our oversight of you as an employee, to satisfy and manage service contracts and purely so that we can deploy our major resource, you, as appropriately as possible.

## What don't we want to track

We do not wish to track your movements outside work hours, **but it does happen.**

1. If you don't log out of ServiceM8 (and other applications) or put yourself on break mode, you will still be active on our system and your activity will be logged. This probably won't be an issue for you, but it is important you are aware it is happening.
2. If you use, operate or carry our vehicles, equipment or infrastructure we will be tracking it. This includes out of hours. Use of our infrastructure infers that we will know where it is 24 hrs a day 365 days a year and be logging that information. We have no issue with you using our equipment vehicles etc out of hours for reasonable authorised personal use if preemptively agreed to it, but its position will be logged.

## What about your information and privacy

We are bound by privacy law. We already protect a large body of knowledge about our staff and our clients and their security systems and take this responsibility seriously. The log information will only be used for the above internal company related purposes. As per the signature below, we undertake not to divulge this information to any third party except where we are instructed to do so by a relevant legal authority.

In future, clients may well, for security and other reasons, insist on access your information. This will **not** be done retrospectively or without your permission and with the option of 14 days' notice.

## Summary

You should be aware as a condition of employment we need to be able to log our staff at work and our equipment. This is for your safety and the safety of our equipment. All equipment being logged or used to log your position should display a clear company warning prominently. If it does not contact management as soon as possible to rectify this.

We insist that you have the right to not have your movements logged for 14 days after signing this policy, but, because of the nature of our equipment, we may not be able to use you till the end of that 14 days **if you do not waive that right voluntarily allowing us to start immediately.**

**If you have any questions about this policy, please – Contact your supervisor**

**I am confident that I have had all my questions answered and have read and understood this entire document.**

I agree to waiving my rights to delaying the logging my position by A2Z Services. I am aware that not waiving this right could mean a delay in my undertaking work for the company.



As a manager of A2Z Services, I undertake to not divulge this person's personal information, including his position log, without their permission unless legally required to.

Signed: mgdeJong Dated: 28 – March - 2019

Mick (M.G.) de Jong  
Director

**Acknowledgment you have read this document signifies you understand our policy SM-10020 – Control Policy surveillance and tracking of equipment and staff and agree to adhere to its content.**



### FORMS AND REGISTERS

Document number	Document Name