

PORT LIBERTY NEW YORK

NOTICE TO EMPLOYEES OF ELECTRONIC MONITORING IN THE WORKPLACE

New York State has amended the New York State Human Rights Law to mandate that employers engaged in electronic monitoring of employees inform employees of the monitoring.

All employees shall be advised that:

any and all telephone conversations or transmissions, electronic mail or transmissions, or internet access or usage by an employee by any electronic device or system, including but not limited to the use of a computer, telephone, wire, radio or electromagnetic, photoelectronic or photo-optical systems may be subject to monitoring at any and all times and by any lawful means by the Company.

This notice is in addition to the Company's Internet, Email, and Electronic Document Storage Policy.

Kindly acknowledge receipt of this notice. If you have any questions about this policy, please contact the Human Resources Department.

**ACKNOWLEDGEMENT OF RECEIPT OF
NOTICE TO EMPLOYEES OF
OF ELECTRONIC MONITORING IN THE WORKPLACE**

I acknowledge that I have received a Notice to Employees of Electronic Monitoring in the Workplace.

Employee name (please print): _____

Employee Signature: _____

Date: _____