



**COPPING REFUSE DISPOSAL SITE JOINT AUTHORITY  
TRADING AS SOUTHERN WASTE SOLUTIONS**

**WORKPLACE IMAGES POLICY**

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## **1 CHANGES TO POLICY**

The Chief Executive Officer must approve any changes to this policy.

## **2 PURPOSE**

This policy has been developed to safeguard Southern Waste Solutions' (SWS) confidential information, intellectual property and operating procedures; and to minimise opportunities for workplace harassment. Please also refer to our Anti-Bullying Policy in this regard.

The policy is designed to clearly explain SWS' requirements in relation to the use of electronic equipment to capture images in the workplace. Such equipment includes SWS on-site security cameras, camera phones, camera PDAs, video equipment, cameras, handheld scanners, flash drives, and any other device capable of capturing and/or storing an image.

## **3 SCOPE**

This policy applies to all SWS employees, workplace visitors and contractors.

## **4 POLICY**

### ***On-site security cameras***

Images recorded by SWS on-site security cameras will only be reviewed in the course of investigating:

- a workplace incident/hazard (refer Incident and Hazard Reporting Instruction);
- a site break in;
- vandalism;
- theft; or
- similar occurrences.

Security camera vision will not be reviewed as a matter of course, or to evaluate employee performance.

### ***Exception***

In certain circumstances, and only with the permission of the individuals appearing on a particular security camera recording, vision may be used as part of an employee training exercise.

### ***Other imaging equipment***

SWS employees, workplace visitors and contractors are not to bring into, or use imaging equipment in areas where personal privacy is generally acknowledged, including dressing rooms, bathrooms, etc.

In other areas or at SWS-sponsored events, employees, workplace visitors and contractors may use cameras and similar equipment with permission, as long as they do not disrupt the workplace, annoy others or violate SWS policy. For example, prohibition against harassment extends to the use of electronic equipment to create or convey offensive, harassing, vulgar, obscene, or threatening images or communications. Similarly, transmitting sexually orientated messages or images at work using camera phones or other devices is forbidden.

Electronic equipment must not be used on SWS premises or at SWS-sponsored events to defame, embarrass, or disparage:

- SWS;
- SWS employees,
- SWS customers;
- SWS competitors; or
- any other individual or entity.

Similarly, vision, sound or any recording made using electronic equipment on SWS premises or at SWS-sponsored events must not be used, displayed or played away from SWS premises or SWS-sponsored events in such a manner as to defame, embarrass, or disparage:

- SWS;
- SWS employees,
- SWS customers;
- SWS competitors; or
- any other individual or entity.

Privileged or confidential material such as, but not limited to, trade secrets and attorney-client communications, are not to be photocopied, scanned, photographed, or otherwise copied except by authorised personnel and for legitimate business purposes.

Ask and receive permission from the site supervisor before photographing anything or anyone.

Ask and receive permission from the supervisor and any person photographed before transmitting or posting any images.

Employees are to report any breach of this policy to their supervisor.

Employees' belongings, including electronic equipment, briefcases, backpacks, satchels, jackets and purses may be subject to inspection to ensure compliance with this policy.

Any images taken or present on SWS property relating to its business are considered to be the property of SWS.

Any images found in violation of this policy are subject to confiscation.

## 5 ACTIONS FOLLOWING BREACH

Any breach of this policy will result in investigation and may result in disciplinary action in accordance with applicable SWS policies, processes or practices.

## 6 FURTHER INFORMATION AND DATE OF REVIEW

Please contact the Chief Executive Officer [swstas@me.com](mailto:swstas@me.com) or 0408 253 770.

Policy authorised by:  .....

Date: 27/12/2018 .....

Date to be reviewed: January 2020 .....