

WORKPLACE SURVEILLANCE POLICY

PURPOSE AND SCOPE

Ryan Wilks Pty Ltd undertakes surveillance of the workplace in order to protect the premises and its property, monitor employees to ensure employees comply with their legal obligations and monitor the production processes in the workplace.

The company undertake surveillance in accordance with the NSW *Workplace Surveillance Act*. This Act regulates the forms of surveillance that can be carried out in the workplace.

CAMERA SURVEILLANCE

Camera surveillance includes the use of a camera to monitor or record visual images. Ryan Wilks' operates CCTV on all of its premises. The purpose of this surveillance being carried out is primarily to ensure the safety and security of staff, visitors, contractors and others on the company premises. Therefore, all persons on the company's premises may be subject to camera surveillance. This surveillance is both continuous/intermittent and ongoing/for a limited period.

Camera footage may be accessed and used as evidence for the purposes of an investigation by management. This may include but is not limited to theft, assault, damage to company property, breaches or suspected breaches of company policy. Surveillance records obtained by the company may be provided to other parties including courts, the police or other law enforcement authorities where required.

TRACKING SURVEILLANCE

Tracking surveillance includes surveillance by means of an electronic device (for example GPS) used for the primary purpose of monitoring and recording geographical location or movement. Ryan Wilks' undertakes tracking surveillance of its vehicles. Notice of this is clearly visible on the vehicle.

This policy will be formally reviewed in May 2025



Ron Ryan

General Manager

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