



Electronic Monitoring Policy

Intent

The intent of this policy is to ensure The Authentic T-Shirt Company®/SanMar Canada (the Company) is transparent in all manners in which the Company electronically monitors our employees.

This policy applies to all Ontario hourly and salaried employees that work either remote or in person, including:

- full time employees
- part time employees
- casual employees
- seasonal and temporary employees
- temporary agency staff

Definition of Electronic Monitoring

Electronic monitoring includes all forms of employee monitoring that is done electronically. Examples include:

- Using GPS to track the movement of an employer’s vehicle
- Using an electronic sensor to track an employee’s productivity
- Tracking websites that employees visit during working hours

Electronic Monitoring Summary Chart

Monitoring Type	Description of Monitoring	Purpose and Potential Use
Computer Systems	Firewall and anti-virus protection	Protection of IT systems, confidential information and cybersecurity incidents.
Employee Time Management System	Monitoring of employee hours worked	Used for facilitating payroll reporting and administration.
Employee E-mail	E-mail monitoring	Protection of IT infrastructure, archiving email correspondence in case of employee departure.
Key FOB Entry System	Monitors employee building access	Provides secured entry to the building ensuring employee safety.
IP Office Customer Call Reporter	Application for providing both the display of current statistics and historical reports on group performance	Provide current and historical reporting on group individual and defined groups to assess employee/group performance and service levels.
Inventory Management System	Monitors inventory movement	User identification while performing functions and/or navigating inventory management system (PICK).
RF Warehouse System	Transfer of and information monitoring	Maintaining inventory integrity, and inventory transactions to assess individual employee performance.

The Authentic T-Shirt Company®/SanMar Canada is committed to remain transparent and will continue to update and inform employees of any changes to this policy.

Employee Name

Date signed

Manager