

WORKPLACE PRIVACY AND MONITORING

Dunwoody wishes to maintain a safe and productive work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, Dunwoody prohibits the possession, transfer, sale, or use of such materials on its premises. Dunwoody requires the cooperation of all employees in administering this policy.

To help ensure the safety of Dunwoody employees, students, and visitors, Dunwoody may conduct video surveillance of non-private workplace areas. Therefore, employees should have no expectation of privacy in their use of Dunwoody's facilities, equipment, and resources. In addition, Dunwoody reserves the right to monitor or inspect any employee's email, voice mail, facsimiles, Internet usage, computer files, and any other equipment, resources, or furnishings that belong to Dunwoody or that are brought onto Dunwoody's premises. Desks, lockers, and other storage devices may be provided for the convenience of employees, but remain the sole property of Dunwoody. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Dunwoody at any time, with or without prior notice.

Dunwoody likewise prohibits theft or unauthorized possession of the property of employees, Dunwoody, visitors, and customers. To facilitate enforcement of this policy, Dunwoody or its representative may inspect persons entering and/or leaving the premises and any packages or other belongings they may possess.