

Task/Process: Electronic Monitoring Policy	Department: All theatres and head office
Prepared/Revised by:	Approved by: Mark Lavaway / David Mucci
Date issued: September 28 th 2022	Last revised:

Ed Mirvish Enterprises Limited – Electronic Monitoring Policy

Purpose:

Ed Mirvish Enterprises Limited (EMEL) values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. This policy is to be used in addition to the company Internet Connected Devices and Technology Policy and is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

Scope:

The EMEL Accessible Customer Service Policy applies to all areas at:

- The Princess of Wales Theatre – 300 King St. W.
- The Royal Alexandra Theatre – 260 King St. W.
- The CAA Ed Mirvish Theatre – 244 Victoria St.
- The CAA Theatre – 651 Yonge St.
- Mirvish Productions Head Office – 322 King St. W. / Remote Work Locations

Definitions

Electronic monitoring: Using technological, electronic, or digital means to track, observe, or monitor someone's actions.

Personal information: Any factual or subjective information about an identifiable individual.

Electronic Monitoring Practices

Mirvish Productions collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. The company will electronically monitor the following activities and procedures:

- Logging on to various services/websites;
- Camera monitoring of entry and exits of all EMEL workplaces; and
- Entry into all EMEL workplaces by those employees with an Access Card/FOB;
- Monitoring employee emails, sales calls, and online chats

Any information collected by electronic monitoring may be used during employee reviews or during consideration of disciplinary decisions.

To promote impartiality, and to ensure any information collected through electronic monitoring is handled appropriately, EMEL will monitor these activities by:

- Periodic review of websites visited;
- Periodic review of entry & exits by camera and Access Cards/FOB's; and
- Periodic monitoring at any time employees' email, sales calls and online chats through software specifically created for this purpose.

Privacy and Confidentiality

The company's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under EMEL control, it is the responsibility of the company to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.

Evaluation:

The Electronic Monitoring Policy is to be reviewed as needed.

Revisions:

Revision Made	Revision Made By	Date

Approvals:

The following individuals have read and approved the policy herein:

Name and Title	Signature	Date
Mark Lavaway Director of Labour Relations		
David Mucci Managing Director		